



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the post of
Functions Supervisor**

Requirement

St John's College wishes to appoint a Functions Supervisor on a permanent basis.

St John's College

St John's College is one of the largest colleges in the University of Cambridge. Occupying a large and historic site in the heart of the city, the College is a place of learning, research, education and religion. It is a self-governing, residential institution, with a Fellowship of over 150 academics and a population of around 1000 students, split broadly 70:30 between undergraduate and postgraduate members. A significant proportion of these come from outside the UK.

Fundamental to the College ethos is the sense of community. The food and beverage offer plays an essential part in bringing College members and their guests together whether that is in the daily fare of the College buttery dining room, the experience of fine dining in Formal Halls or at College celebrations e.g. College Graduation and the May Ball or the conviviality of the College bar and the new College café which are due to open in September 2022. In addition, events are regularly run for prospective applicants and for alumni and many involve both formal and informal dining.

Eating in the historic surrounds of the College is a special experience and St John's is proud of its reputation as a quality dining destination. When College events permit, the fine dining facilities and events spaces are available to external customers and the College runs a significant number of dinners, receptions and conferences for other University academics and Departments and for other commercial customers.

Further information on the College can be found on the College website www.joh.cam.ac.uk.

College Aims: the College's statutory aims are the advancement of education, religion, learning and research.

Department Aims: to provide effective, efficient and timely support services in order to enable the College to fulfil its statutory aims.

Principal Responsibilities and Duties

Job title: Functions Supervisor

Department: Catering and Hospitality Department

Responsible to: Functions Manager

Job Purpose: to ensure the smooth operation of all public and private dining rooms and associated areas in terms of food service, staff supervision and cleaning.

Principal Responsibilities

Food service

To ensure that food service standards within the Department are fully implemented the postholder will:

- Deputise in the absence of the Functions Manager and to ensure the continual running of the department.

- Prepare and plan daily task sheets for staff members to ensure all functions are fully prepared for.
- To monitor all cutlery, crockery and glassware and to conduct regular checks to ensure that there is sufficient equipment to carry out the required tasks according to business requirements.
- To supervise lunches, dinners and any other required service in all areas covered by the department to enable the service and food service is maintained.

Training

In order to develop staff within the Department the postholder will:

- Train staff members to maintain and improve service levels within the department.

Health & Safety

In Order to maintain a safe environment for staff and a safe product for customers the postholder will:

- Operate a range of specialised equipment which is necessary to carry out job.
- Train staff members in the correct usage of all chemicals adhering to the relevant COSHH Regulations.
- Attend regular HACCP meetings and to communicate the relevant information obtained back to the staff members to promote a food safe working environment.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Catering and Hospitality Manager from time to time.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- A general level of education
- Level 2 Food Hygiene Certificate
- Full knowledge of Silver service and other styles of food service
- Basic knowledge of HACCP principles
- COSHH regulations

Skills, Abilities and Competencies:

- High standard of personal appearance and presentation
- Attention to detail
- Positive attitude towards work, colleagues and customers
- Good communication skills

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £29,455.01 - £31,953.20 p.a. (depending on experience) plus benefits
Hours of work:	39.25 per week

Location: The role is based in Cambridge

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period]
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **9am on Friday 21 April 2023.**

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.