



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
General Catering Assistant (Platewash)**

Requirement

St John's College wishes to appoint a General Catering Assistant (Platewash) on a permanent basis.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

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:

- Catering aims to provide a high standard of food for all our customers and customer service that exceeds their expectations. A highly trained, well-motivated professional team of dedicated staff who will attend to our customers' needs.
- To promote the College and department at all times and to promote the catering brand for St. John's College.

Principal Responsibilities and Duties

Job title: General Catering Assistant (Platewash)

Department: Catering and Hospitality Department

Responsible to: Buttery Dining Room Manager

Job Purpose: To carry out cleaning duties within the pot wash, kitchen and associated areas.

Principal Responsibilities

To maintain a hygienically clean and safe environment for staff, the post holder will be responsible for:

- Washing up of all cutlery, crockery and glassware and any other related equipment
- Cleaning of the platewash and associated areas to pre-set schedules
- Cleaning of equipment
- Clearance of rubbish
- General kitchen portering duties
- Following Food Safety, Health and Safety and Fire Regulations
- Other duties specified from time to time by the Buttery Manager, his Deputies and Senior Management

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:

(Full training will be provided, if required)

- Basic Food Hygiene Certificate
- COSHH training
- Allergy awareness
- Ideally, experience of working in a busy commercial kitchen

Skills, Abilities and Competencies:

- Prioritise cleaning tasks
- Decide which cleaning chemicals to use
- Good personal hygiene
- Good attention to detail
- Positive attitude to staff and colleagues.

Terms and Conditions

Length of post:	Permanent
Salary:	£23,804.68 per annum plus benefits
Hours of work:	39.25 hours per week (Flexible over seven days, including some weekends)
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 and a brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- Or,
- 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

We will be interviewing candidates as applications come through and we therefore reserve the right to close this vacancy early if we find a suitable candidate.

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.