Further particulars for the post of
Platewash Team Leader
Requirement

St John’s College wishes to appoint a Platewash Team Leader 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: The Domestic Bursar’s aim, to which your post is aligned through your sub-department, is 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: Platewash Team Leader

Department: Catering

Responsible to: Executive Chef

Job Purpose: To lead the kitchen assistant team (plate wash and pot wash) to maintain a hygienically clean and safe environment for staff to prepare food for consumption ensuring the safety of the customers.

Principal Responsibilities

Lead the kitchen assistant’s teams in the plate wash and pot wash areas:

• Ensure adequate staffing in of both areas at all times:
• Supervise and oversee all operations during the working shift in the plate wash and pot wash as required.

Ensure Food Safety and Health & Safety compliance:

• Ensure that all staff are fully aware and trained on Health & Safety, Food Safety and COSHH Regulations: attend regular HACCP meetings and to communicate the relevant information obtained back to the staff members. Comply with COSHH regulations to ensure that all chemicals are being used in a correct and safe manner. Comply with all food regulations to ensure the food safety standards within the Department are fully implemented.
- Ensure timely completion of checklists, including but not limited to, temperature logs, fridge temperatures and cleaning checklists.

Supervise and oversee plate wash and pot wash operations to provide the highest levels of standards:
- Supervise and oversee all operations during the working shift, in the plate wash and pot wash areas required.
- Set and maintain excellent standards, train staff and monitor standards across the back of house areas. Assist in the creation of Standard Operating Procedures and ensure they are implemented.
- Ensure cleanliness is maintained across all catering back of house areas.
- Liaise with the Head chef, and operational managers as required.

Participate in training team members:
- Train colleagues to maintain and improve skills within the department and provide “on-the-job” feedback to staff members.
- Be responsible for the standards of service during the working shift and participate in training staff members to reach these high standards.

Take full leadership of back of house operations:
- Lead the team to control and monitor stock levels, including but not limited to kitchen equipment, crockery, cutlery and glassware.
- Where relevant, check in deliveries and report any discrepancies.
- Be pro-active and assist with the implementation of new projects within the back of house teams.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties maybe instructed by the line 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 good level of education
- Level 2 Food Safety Certificate (if this not held full training will be given)
- Basic knowledge of HACCP principles
- COSHH regulations
- Demonstrable experience in catering or Food & Beverage

**Skills, Abilities and Competencies:**

- Ability to lead a small team
- Ability to communicate effectively to colleagues and customers
- Strong customer service skills
- Attention to details
- Good communication, presentation and interpersonal abilities
- A team player, able to work with other teams across the departments
- Experience or qualification in task-training
Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £25,822.25 - £27,262.77 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 9.00am on 16 October 2023. Interviews are expected to be held during the week commencing 23 October 2023. Early applications are advised.

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.