



ST JOHN'S COLLEGE CAMBRIDGE

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

x2 positions

Requirement

St John's College wishes to appoint two General Kitchen Assistants to work in the platewash and associated areas of the kitchen. The post is on a permanent contract.

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 very diverse 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 promotion of education, religion, learning and research.

Department Aims: The primary aim of the Catering and Conference department is to provide for all customers, a high standard of food and customer service that in turn exceeds their expectations through a highly trained, well-motivated professional team of dedicated staff.

Principal Responsibilities and Duties

Job title:	General Kitchen Assistant (x2 posts, 30 hpw)
Department:	Catering and Conference Department
Responsible to:	The Buttery Dining Room Manager/ Assistant Catering Manager
Job Purpose:	The postholder will be responsible for carrying out cleaning duties within the platewash, kitchen and other associated areas.

Principal Responsibilities

The kitchen prepares 1,200 meals per day. In order to maintain an hygienically clean and safe environment for staff to prepare food for consumption ensuring the safety of our customers in terms of food hygiene the key responsibilities of the role will include:

- a) Washing up of all cutlery, crockery and glassware and any other related equipment
- b) Cleaning of the platewash and associated areas to pre-set schedules
- c) Cleaning of equipment
- d) Clearance of rubbish
- e) General kitchen portering duties
- f) Following food safety, health and safety and fire regulations

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.

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:

- Basic Food Hygiene Certificate (training will be provided)
- Knowledge of COSHH regulations (training will be provided)
- Awareness of allergy regulations (training will be provided)

Skills, Abilities and Competencies:

- Good standard of personal hygiene
- An attention to detail
- Ability to prioritise cleaning tasks
- Ability to choose correct cleaning chemicals for tasks
- A positive attitude towards work, colleagues, and customers.

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £12,892.51 - £13,247.73 p.a. (£15,578.45 - £16,007.67 full time equivalent) depending on experience
Hours of work:	30 hours per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory 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)
- [*grade 7 – 9*: Access to a private healthcare scheme currently provided by BUPA
- 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 **9.00 am on Friday 20 July 2018.**

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John's College, Cambridge, CB2 1TP.