



**ST JOHN'S COLLEGE  
CAMBRIDGE**

---

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

---

## Requirement

St John's College wishes to appoint a full time Functions Assistant to assist in the smooth operation of all public and private dining rooms and associated areas.

## 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](http://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.

**Sub-Department Aims:** The primary aim of the Catering department is to provide for all our customers, a high standard of food and customer service that in turn exceeds their expectations. A highly trained, well-motivated professional team of dedicated staff who will attend to our customer's needs. To promote the College and department at all times and to promote our brand for St Johns College.

## Principal Responsibilities and Duties

**Job title:** Functions Assistant

**Department:** Catering 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

To ensure that the required food service standards within the Department are fully implemented the post-holder will:

- a) Assist in the laying up of rooms for formal lunches and dinners, buffets, meetings and events

- b) Follow the daily sheets which have been previously issued by the Functions Manager/Supervisor
- c) Serve and oversee service of food at lunches, dinners and other events in all areas covered by the department, this will include silver service at formal functions
- d) Ensure that the service at the event is maintained to the required level
- e) Ensure correct portions are served to maintain and control food costs
- f) Ensure that there is sufficient equipment in place (i.e. cutlery, crockery, napkins, glassware etc.) to enable the required tasks and service to be carried out at the function. Inform the Functions Supervisor or Manager of any shortages.

2. In order to maintain a safe environment for staff and the provision of a high quality and safe product for customers the post holder will:

- a) Operate a range of equipment to ensure the cleanliness and upkeep of all equipment
- b) Comply with food health and hygiene regulations. This will include reporting specific illnesses.
- c) Comply with COSHH regulations to ensure that any chemicals used for cleaning are being used in a safe and correct manner

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:**

- A good level of education
- Basic Food Hygiene Certificate
- Full knowledge of silver service and other styles of food service
- Basic knowledge of HACCP principles
- Knowledge of COSHH regulations

### **Skills, Abilities and Competencies:**

- An attention to detail
- A high level of discretion
- A positive attitude towards work, colleagues and customers
- A high standard of personal hygiene

## Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between 18,569.09 - £19,604.84 p.a. (depending on experience)
Hours of work:	39.25 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)
- 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](mailto: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 Monday 17 December 2018**. Interviews are expected to take place on **4 January 2019**.

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.