ST JOHN’S COLLEGE
CAMBRIDGE

Further particulars for the post of
Deputy Catering Manager
Requirement

St John’s College wishes to appoint a Deputy Catering Manager for a fixed term period of 6 months to provide support to the department during a period of staff shortage.

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: To provide a cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenues generation in order to enable the College to fulfil its statutory and strategic aims.

Principal Responsibilities and Duties

Job title: Deputy Catering Manager

Department: Catering and Conference Department

Responsible to: Catering and Conference Manager

Job Purpose: The post holder is responsible to the Catering and Conference Manager and assists in the day to day management of the department.

Principal Responsibilities

A) In order to assist in the day to day management of the department the postholder will:

I. Manage daily queries and/or issues within the department from Fellows, staff, students and external customers.

II. The post holder will take full responsibility for dealing with any management issues when alone at weekends and evenings, in the absence of the Catering and Conference Manager.

III. S/he will manage the food safety system and chair the Haccp Group. The Food Safety system is with an outside contractor. This includes meetings and discussions with the Catering and Conference Manager and the Catering HOD’s and includes Pest Control.
B) In order to support the line management of staff, the postholder will:

I. Maintain department personnel files
II. Liaise with HR to plan an effective recruitment campaign. This includes: drafting job adverts, job descriptions and conducting interviews with the Catering and Conference Manager or others as specified.
III. Manage induction process of new starters
IV. Control staff changing room lockers
V. Maintain a record of department sickness and arrange for the sickness form to be completed on return to work
VI. Provide information for casual staff, general hygiene etc.
VII. Prepare letters for casual staff e.g. bank applications, proof of eligibility to work
VIII. Review and suggest any training needs and requirements

C) In order to manage the functions within the department the post holder will:

I. Manage maintenance call outs for breakdowns. S/he will liaise with engineers, book services for equipment and liaise with the Maintenance department
II. Manage uniform contracts for the Chef’s which includes purchasing, hire agreements and laundry
III. Manage the key press which is in the Catering office
IV. Responsible for the organisation of the annual kitchen deep clean and kitchen duct cleaning
V. Assist in the management of the Chefs Key Food waste system.

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:

The post holder will:

• Have a degree in Hospitality or equivalent
• Be computer literate
• Understand booking systems
• Hold Intermediate Food Hygiene and a minimum Understanding of EPOST Systems
• Hold WSET Intermediate certificate
• A knowledge of stock control systems
• An understanding of current licensing laws.

Skills, Abilities and Competencies:

• Be a good communicator, both written and verbal
• Attention to detail
• A positive attitude towards work, colleagues and customers
• A knowledge of food trends
• A knowledge of conference and events business
• Effective management skills including the ability to delegate, direct and support.

Terms and Conditions

Length of post: Fixed term for 6 months.
Salary: The salary for the post will be between £33,135.39 - £38,413.92 p.a. (depending on experience)
Hours of work: 36.25 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 3 months during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period, the period of notice is three months 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 2 August 2019. Interviews are expected to take place on 15 or 16 August 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.