

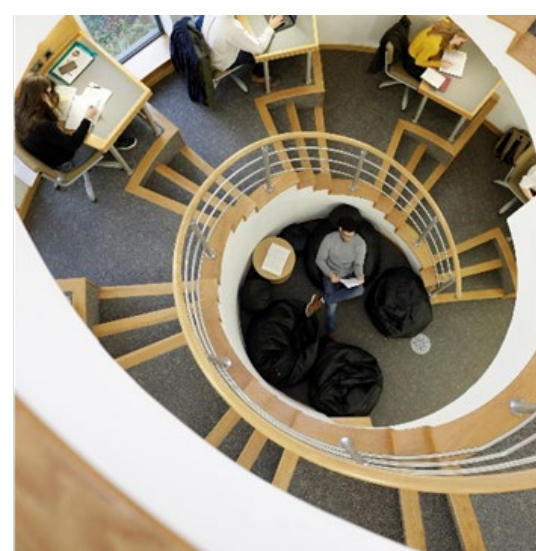
Catering Assistant

Fitzwilliam College

Salary: £22,800 pa + £400 recruitment payment plus excellent benefits

Hours: 75 hours per fortnight, with every other weekend off

Contract Type: Permanent



Catering Assistant (cont.)

Fitzwilliam College

Fitzwilliam is a modern, open-minded, inclusive academic community with a unique history. It is one of 31 colleges in the University of Cambridge. The College's identity is built upon our founding ethos to offer opportunity to those left outside of the traditional structures of the Collegiate Cambridge system. Access to education is in our DNA. We remain passionately proud and committed to this founding purpose. Coupled with this is the College's commitment to providing an environment for academic excellence to flourish so that our wider impact is felt in the life-changing higher education and ground-breaking research that happens at 'Fitz'.

Fitzwilliam has around 1,000 members including 485 Undergraduates, 340 Postgraduates (full time), 121 Postgraduate (part time), 63 Fellows, 57 Bye-Fellows and 105 staff members. The College has a strong representation across all of the major academic disciplines and a good balance between arts and sciences and occupies a seven-acre site between Huntingdon Road and Storey's Way. The site comprises new buildings built between the 1960s and 2000s, incorporating the regency house 'The Grove' and extensive landscaped gardens. The College site is within 10 minutes cycle ride of all the major faculties and departments.

Our values

Fitzwilliam's core values have not changed since our creation, these are:

- Community is our foundation, embracing and welcoming diversity in all aspects;
- Supporting excellence, creating a unique space for the sharing of ideas; and
- Concern with our purpose, setting an example to the broader community.

Catering Assistant (cont.)

Fitzwilliam College

JOB DESCRIPTION

Responsible to:	Front of House Supervisor and Team Leaders
Salary:	£22,800 pa + £400 recruitment bonus plus excellent benefits
Hours:	75 hours averaged over a two-week period with every other weekend off. The shifts vary between approximately 7.00am and 22:00, and therefore some flexibility is required.
Tenure:	This post is offered on a Permanent basis
Holidays:	25 days annual leave, plus Bank Holidays (pro rata for part-time working)
Pension scheme:	Defined contribution pension scheme with life assurance (maximum employer contribution of 9%)
Other benefits:	<ul style="list-style-type: none">£500 bonus in 2024 pro rata for part-time working£25 Christmas VoucherMedicash - Health CashplanAdditional holiday in recognition of long service up to a max of 30 daysFree lunch in College when on duty (working 6 hours or more)Free parking (subject to availability) with free electric charging pointsEnhanced Sick Pay after qualifying periodEnhanced Maternity, Paternity and Adoption pay schemes, subject to qualifying conditionsCycle to Work SchemeUse of free gym/squash courts/sports facilitiesAgile Working policy (where appropriate) supporting flexible working and environmental benefitsFree University card providing local savings and discounts and subsidised travel on U bus serviceLong Service AwardsSupport from in-college Wellbeing Co-ordinator including mindfulness sessionsActive staff events team organising social and sporting events including Christmas and Summer Events and an annual 'Day Out'
Job Summary:	<p>The FOH team comprises the FOH Supervisor, four team leaders, catering assistants, and casual team members. This will include preparation and cleaning, stock control and serving drinks, meals, and snacks ensuring the highest standards are always achieved.</p> <p>This is an exciting opportunity for an experienced and enthusiastic person to work in a small team in delivering great quality service in a pleasant, friendly College surroundings.</p> <p>To assist the FOH Supervisor in providing a high level of service in the Buttery department to include cashiering and service delivery of our students' meals, ensuring the highest of standards of service is provided to Fellows, students, staff, and guests. This role also requires some shifts to be worked in the coffee shop.</p>

Catering Assistant (cont.)

Fitzwilliam College

MAIN DUTIES & RESPONSIBILITIES:

Operations:

- To assist the Catering team in providing a professional food and beverage service to Students, Staff, Fellows, and External guests.
- To use effective customer care skills to ensure the well-being of customers under the guidance of the FOH Supervisor or Team leaders.
- Stock management using FIFO and reducing waste in the FOH.
- Lead by example, to all members of the Catering team, including a good attitude and appearance.
- Assisting with all forms of room preparation and food service delivery, including laying correct table settings for all functions and excellent presentation of all cutlery and crockery
- To understand general computer operations.
- To work in the coffee shop, over breakfast, lunch or dinner for Students, Staff, Fellows, and Conference guests
- To assist with the preparation and service for events, including dinners and conferences.
- Comply with the departmental Customer Care Charter.
- To attend day and evening meetings, courses, and training. considered to be of benefit to the College and the individual.

Hygiene / Health & Safety:

- Ensure the cleaning rota is correctly followed.
- To comply with the College HACCP, also current legislation pertaining to the role.
- Reporting any maintenance issues to the FOH Supervisor or Team Leader, as appropriate.
- At all times comply with the requirements of the College Health and Safety policy and positively contribute to maintaining a safe working environment.
- Be aware of all allergens and ensuring products are labelled correctly.

Communication:

- To effectively communicate with the rest of the catering team to ensure updates are acted upon.
- To liaise with other Departments, Fellows, Students, and external Clients.
- To assist in the office functions and to understand EPOS and Kx.

Security:

- To operate the till and to safely collect and deposit takings in the safe.
- To safeguard and be responsible for keys when signed out or handed over.

Other:

- To work in other areas of the Catering Department if required.
- To undertake any other duties appropriate to the grade as required.
- The active promotion of and commitment to best practice in equality, diversity & inclusion

Catering Assistant (cont.)

Fitzwilliam College

PERSON SPECIFICATION

Person Specification	Essential	Desirable
Qualifications and Education	<ul style="list-style-type: none">• Good level of education• Food Hygiene Level 2	<ul style="list-style-type: none">• Any formal customer care training• Any I.T. courses undertaken.• Barista Qualifications
Skills, Knowledge, Experience	<ul style="list-style-type: none">• Ability to prioritise, plan and monitor the workload.	<ul style="list-style-type: none">• Experience of working in a similar role within a college environment
Personal Attributes	<ul style="list-style-type: none">• Excellent communication and interpersonal skills• Proactive and self-motivated with a desire to always deliver the best standards of customer service and committed to high standards.• Ability to work unsupervised.• Ability help and develop members of the team to achieve goals.• Ability to maintain discretion and confidentiality where appropriate.• Flexible approach to work and working hours to meet the needs of the role.• Smart and professional appearance	

Application Procedure

We accept a detailed CV with a covering letter, or a College application form. Your application should be emailed to Susan Kay, HR Manager on recruitment@fitz.cam.ac.uk by the closing date. The application form can be found on our website under Vacancies.

Please note this is a rolling recruitment campaign and we will be considering applications during the advertising period.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy:

<https://www.fitz.cam.ac.uk/about/officialinformation/data-protection>



Terms of Appointment

Tenure and Probation

This is a permanent role and will be subject to satisfactory completion of a six-month probationary period.

Equality and Diversity

Fitzwilliam College is committed to promoting a diverse and inclusive community – a place where we can all be ourselves and succeed on merit. The aim for our workforce is to be truly representative of all sections of society and for each employee to feel respected and able to give of their best.

Pre-employment checks:

Right to Work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health Declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications (where applicable)

The person specification for this position lists qualifications that are essential for the role. If appointed, you will be asked to provide your relevant original certificates of these qualificators.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The College welcomes applications from individual with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful to assist them during their employment.