ST JOHN'S COLLEGE

CAMBRIDGE

Further particulars for the position of

Bar Assistant

Requirement

St John's College is looking to appoint a permanent Bar Assistant to assist the Bar Manager in ensuring the smooth operation of the College Bar in terms of service of food and beverages in the College Bar and associated areas to students, staff, Fellows and external customers.

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 oldest of the University Colleges and is the largest College in terms of grounds and third in size, having some 530 undergraduate and 300 post-graduate students and around 135 Fellows covering the complete 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 30 are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with 16% of its undergraduates and 54% of its graduates coming from overseas.

College Aims: The College's statutory aims are the promotion of education, religion, learning and research.

Department Aims: The Domestic Bursar's Department'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 and Conference department is to provide for all our customers, a high standard of food and customer service that in turn exceeds their expectations.

Further information on the College can be found on the College website www.joh.cam.ac.uk

Principal Responsibilities and Duties

Job title: Bar Assistant (20 hours per week)

Department: Catering and Conference Department

Responsible to: Bar Manager

Job Purpose: To ensure the smooth operation of the College Bar and associated areas in terms of service of food and beverages to students, staff, Fellows and external customers.

Principal Accountabilities (Responsibilities):

1. To ensure that the College Bar meets its service requirements within the College the post-holder will:

a) Prepare the bar in readiness for opening on time including getting appropriate change from the bank, accepting deliveries from Kitchen Lane and stocking up the bar to the expected quantities
b) Serve food and beverages to students, staff and Fellows as well as outside customers. This also applies to any other requirement for Bar services anywhere in the College grounds

2. To ensure the correct monies are taken for goods purchased the post-holder will:

a) Set up the tills having checked that the float amount is correct
b) Use the EPOS tills effectively, as instructed, for either cash or credit sales
c) Bank the monies at the end of the shift following departmental procedures

3. In order to meet the necessary requirements of Food Safety, Health and Safety and Fire Regulations the post-holder will:

a) Follow strict procedures for line cleaning and complete appropriate documentation
b) Comply with licensing laws
c) Adhere to food hygiene regulations for the service of food and beverages including personal hygiene and temperature monitoring and following and completing a regular cleaning schedule

4. To ensure stock is kept to a minimum and effectively controlled the post-holder will:

a) Rotate stock
b) Be aware of any products which are near to their use by dates
c) Assist with stock takes
d) Check in deliveries and report discrepancies in the absence of the Bar Manager

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Bar Manager/Catering and Conferencing Manager from time to time.

Person Specification

Qualifications, Knowledge and Experience:

- A good general level of education
- An understanding of beverage and cellar service
- Cash handling experience
- Intermediate food hygiene certificate (full training will be given where required)

Skills, Abilities and Competencies:

- A high standard of personal hygiene, appearance and presentation
- Good communication skills
- Attention to detail
- A positive attitude towards work, colleagues and customers

Terms and Conditions

Length of post:	Permanent
Hours of work:	20 hours per week worked on a 7-day rota basis. To be worked on a mixture of day, evening and weekend shifts.
Salary:	The salary for the post will be £9,074.14 - £9,580.28 per annum for 20 hours per week plus benefits (£17,808.00 - £18,801.29 FTE).
Location:	The role is based in Cambridge.

Other benefits (not all contractual) include:

- Free meal on duty 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
- Free car parking close to the College (subject to availability);
- Annual leave of 36 working days (inclusive of Bank Holidays);
- Access to a free on-site gym;
- Membership of a contributory pension scheme after a qualifying period;
- Additional Christmas salary payment.

The appointment will be subject to an initial probationary period of three 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 would be one month on either side.

Recruitment Process

Please include in your application:

- A **covering letter** which the selection panel will use to assist them in shortlisting for interview. This letter should summarise why you believe yourself to be suitable for the role and why the role appeals to you;
- A completed **application form;**
- A brief **CV**.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: The HR Department

The closing date for the receipt of completed applications is **9.00 am** on **Friday 23 February 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 Domestic Bursar's Office, St John's College, Cambridge, CB2 1TP