Kitchen Assistant

This is an exciting opportunity for Kitchen Assistant to join the Hughes Hall team in this Catering & conference department.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Kitchen Assistant</th>
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<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<tr>
<td>Reporting to</td>
<td>Head Chef</td>
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<tr>
<td>Contract Type</td>
<td>Permanent</td>
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<tr>
<td>Probation Period</td>
<td>Six months</td>
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<tr>
<td>Salary</td>
<td>£18,525 per annum</td>
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<td>Hours of Work</td>
<td>37.5 hours per week Monday to Friday 8am-4pm (with occasional evening and weekend work to cover for which time in lieu will be given)</td>
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<td>Employee Assistance Programme</td>
<td>All staff members are entitled to the College’s Employee Assistance Programme [Health Assured Employee Assistance Programme (EAP)]</td>
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<tr>
<td>Mental Health Peer Support Programme</td>
<td>All staff members have access to the College’s Mental Health Peer Support Programme, supporting [Mind’s Mentally Healthy Universities initiative]</td>
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<tr>
<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff.</td>
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<td>Pension Eligibility</td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme, and you have the right to opt out at any time.</td>
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The University of Cambridge’s oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!
A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows” programme, which brings a diverse group of outstanding individuals from outside the University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have particular strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our Bridge initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in different stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our centres: the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our website contains further information about our history, people, work, and values.

**Job Purpose**

The Catering Department consists of 10-12 members of staff reporting to the Head Chef and Domestic Bursar. The Department produces cafeteria lunches and dinners for 50-150 covers. Formal dinners for up to 90 covers regularly take place in term time. There is also extensive conference business and a number of special events throughout the year.

We are looking for a new member of staff to work alongside the catering team to assist with meeting the daily operational needs of the Department. The position is expected to focus on dish and pot washing in addition to general cleaning duties & basic food preparation. It will also involve other departmental work as required by the demands of the business. The successful applicant will take direction from the Head Chef and Domestic Bursar on all matters involving departmental standards, health and safety, due diligence, and staff development training.
Main Duties

- To ensure all catering areas meet the agreed standard of cleanliness/tidiness, initiating corrective action, as necessary.
- To familiarise and adhere to the departmental health and safety and HACCP policies.
- To run the dishwasher and pot wash operation.
- Cleaning-down the dishwasher room and equipment when the washing-up is complete.
- Clear and clean the servery and dining hall as required.
- To maintain the highest standard of presentation and hygiene in the dishwasher areas, ensuring that the College’s obligations under the current health and safety legislation are met.
- To assist in maintaining all temperature records as required by our HACCP Policy.
- Basic food preparation
- To assist other members of staff when your own duties are fulfilled.
- To be prepared to work in all areas as and when required.
- To undertake any other duties that the Senior Chefs may require to achieve operational objectives.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

Person specification

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<tr>
<th>Essential</th>
<th>Desirable</th>
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**Education and Experience**

- Reliable and well organized.
- Ability to communicate and work as part of a team within the Catering Department.

**Skills and Abilities**

- Good level of spoken English (this is essential to carry out the duties of the position and for Health and Safety training)

**Education and Experience**

- A good working knowledge of food hygiene and workplace safety would be an advantage.

**Skills and Abilities**

- Heavy lifting and working-at-height (full training will be provided).

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College’s Staff Handbook, Health & Safety Policy, and all relevant procedures.
Screening Check Requirements
We have a legal responsibility to ensure you are eligible to live and work in the UK.

Further guidance on right to work checks for EU, EEA or Swiss citizens can be found at: Right to work checks: employing EU, EEA and Swiss citizens - GOV.UK (www.gov.uk)

Application Process
To apply for this vacancy, please complete the job application form and include a covering v

You are also encouraged to complete the College’s Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to hr@hughes.cam.ac.uk.

The closing date for applications is Tuesday 10 August at midday (GMT). Interviews will be held at Hughes Hall, Cambridge.

Any information given will be processed for employment selection and statistical purposes. You will find all the relevant Data protection Statements on our website at https://www.hughes.cam.ac.uk/about-us/foi-publications/ and also on page 7 of the application form.

For an informal discussion about the post, please contact the Head Chef on head.chef@hughes.cam.ac.uk.

If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.