Food and Beverage Assistant

This is an exciting opportunity for sociable & friendly individual who enjoys serving and interacting with people to join the Hughes Hall team in this busy hands on role.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Food &amp; Beverage Assistant</th>
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<tbody>
<tr>
<td>Location</td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<tr>
<td>Reporting to</td>
<td>Food &amp; Beverage Manager</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 Range</td>
<td>£19,623 per annum (Spine Point 22) on the University’s Single Salary Spine</td>
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<td>Hours of Work</td>
<td>37.5 hours per week over 5 days, including weekends and evenings</td>
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<tr>
<td>Medicash Healthcare Plan</td>
<td>All staff members have access to the College’s Medicash Healthcare Plan <a href="https://www.medicash.org/">https://www.medicash.org/</a></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 <a href="https://www.mind.org.uk">Mind’s Mentally Healthy Universities initiative</a></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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<tr>
<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

To work within the Catering team towards meeting the daily operational needs of the Department, being ready to work in any area as required. The position is expected to focus predominantly on front-of-house duties but will also involve all other departmental work as required by the demands and staffing of each day. To take direction from the Food & Beverage Manager on all matters involving Departmental Standards Policy, Health and Safety Policy, due diligence and staff development/training.

Main Duties

Key Responsibilities –
Provide support in the service of food and beverages. Some food preparation may also be required.

Set up rooms and serve food according to the style and operation of the College and to the required standards (including at Formal Dinners).

Set up tea/coffee stations for staff, visitors and students.

Ensuring that the service areas and fridges are kept supplied according to their demand requirement.

To assist in the maintenance of all temperature records as required by the HACCP policy.

To assist in maintaining the agreed standard and cleanliness of the catering areas and dining hall, initiating corrective action as necessary.

General washing up duties.

To assist in ensuring that the Departmental Health and Safety and HACCP policies are adhered to.

To undertake other duties required to achieve operational objectives.

General responsibilities

- Keeping the Food & Beverage Manager informed of all activities and any issues affecting the catering operations of the College.
- Being responsible for your own health and safety in the workplace.
- Fully complying with all the College’s policies including equality of opportunity and data protection.
- Undertaking any other reasonable duties to ensure the efficient running of the department.

Person specification

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<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td></td>
<td>• Good levels of numeracy and literacy</td>
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| Skills, knowledge, experience | • Awareness of the Health & Safety at Work Act 1974 and ability to complete risk assessments and hazard analysis paperwork  
• Good level of spoken English (this is essential to carry out the duties of the position and for Health and Safety training)  
• Knowledge of food safety legislation. | Good general knowledge of College life  
Knowledge of food safety legislation. |
| --- | --- | --- |
| Personal attributes | • Excellent attention to detail  
• Reliable and well organized.  
• Ability to communicate and work as part of a team within the Catering Department.  
• Flexible and responsive in approach to direction received.  
• Willingness to offer commitment to the post in terms of energy, enthusiasm and time.  
• Adaptive and receptive to change and variety with the ability to cope with a varied and demanding workload.  
• Good sense of humour.  
• Smart appearance | |

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.

Right to work checks for EU, EEA or Swiss citizens will change from 1 July. Further guidance can be found at: [Right to work checks: employing EU, EEA and Swiss citizens - GOV.UK](https://www.gov.uk)

**Application Process**
To submit an application for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification.

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](mailto:hr@hughes.cam.ac.uk).
The closing date for applications is **13th December 2021 at midday GMT**. Interviews will be held at Hughes Hall, Cambridge as applications arrive at mutually convenient time.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at https://www.hughes.cam.ac.uk/wp-content/uploads/2021/06/Hughes-Hall-Data-Protection-Policy1.pdf and also on page 7 of the application form.

For an informal discussion about the post, please contact the Kathryn Smart on domestic.bursar@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.