



HUGHES
HALL
UNIVERSITY OF CAMBRIDGE

Job Description

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 hand on role.

Job Title	Food & Beverage Assistant
Location	Hughes Hall, Cambridge CB1 2EW
Reporting to	Food & Beverage Manager
Contract Type	Fixed Term - Temporary, one year maternity cover
Probation Period	N/A
Salary Range	£23,400.00 Spine Point 23
Hours of Work	37.5 hours per week over 5 days, including weekends and evenings
Annual Leave	Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours.
Pension Eligibility	The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.
Mental Health Peer Support Programme	All staff members have access to the College's Mental Health Peer Support Programme, supporting Mind's Mentally Healthy Universities initiative
Additional Benefits	<ul style="list-style-type: none">• Medicash healthcare plan (https://www.medicash.org/)• Free lunches on working days• Free Life Assurance cover• Cycle purchase scheme• Annual season ticket loan• Free on-site car parking (subject to availability)

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 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 various 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 Front of House 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 Front of House 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.

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

Essential	Desirable
Qualifications <ul style="list-style-type: none">• Good levels of numeracy and literacy	

<p>Skills, knowledge, experience</p> <ul style="list-style-type: none"> • Experience of working in food service or customer service 	<ul style="list-style-type: none"> • Good general knowledge of College life • Knowledge of food safety legislation.
<p>Personal attributes</p> <ul style="list-style-type: none"> • 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. • Well Presented. 	

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

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your [Share Code](#) will be required to access this status online.

- [List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK](#)
- [List B: Documents/statuses which denote a temporary and/or restricted right to work in the 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. There is currently no closing date and applicants may be invited for interview at any stage. Interviews will be held at Hughes Hall, Cambridge

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.

Data Protection

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).

For an informal discussion about the post, please contact our Head of Domestic Operations on mh758@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.