



Kitchen Assistant

Job Description

Job Title	Kitchen Assistant
Department	Catering
Location	Hughes Hall, Cambridge, CB1 2EW and associated properties
Reporting to	Head Chef
Length of Appointment	Permanent
Probation Period	Six months
Salary	£23,400 per annum
Hours of Work	37.5 hours per week
Annual Leave	Full time employees are entitled to annual paid leave of 25 days plus public holidays, pro rata for part time employees
Pension Eligibility	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

Hughes Hall is one of the 31 Colleges of the 800-year-old University of Cambridge, with a unique character that comes directly from our members. We're one of just four Cambridge Colleges dedicated to undergraduates aged 21 and over and postgraduates. That gives Hughes Hall a very different feel from Colleges with younger students.

We're the second-largest College for postgraduates, but we also have around 100 undergraduates and medical students. Overall, we have around 700 student members and 200 senior members.

We're one of the most international Cambridge Colleges. We have students from more than 75 countries, and our senior members also come from all over the world. They include top academics, leading figures from government and the third sector, and senior executives in business, finance and law.

Hughes Hall is a College that bridges the academic and external worlds. Our mission is to use academic learning to bring about real change and growth in the world.

We started out as a women-only College for schoolteachers. Over time, we've widened both our student profile and our teaching. Today, we welcome students

from every background and every part of the world, many of whom are looking for a new direction in study, work or life.

We cover every subject, but we focus strongly on five areas that are all about solving real-world problems through training professionals and studying their associated academic disciplines: law (with philosophy); business (with economics); medicine (with the life sciences); engineering (with computer science, mathematics and physical sciences) and education (with social sciences).

Our atmosphere is open, friendly and communal. We don't put up any barriers between students, academics and staff. Everyone works, talks and eats together. Unlike most Colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

The College's senior membership and staff form a diverse and experienced oversight, management, and support team for the College. The senior membership of Hughes Hall comprises a broad range of professional academics at all stages of their academic careers, from early career researchers developing their research profiles, to established Professors directing world-class projects and departments. The College's Governing Body, which has overall responsibility for the College and is the committee of charity trustees for the College as a charity, is made up of a core group of 'Fellows'. However, the broader senior membership, made up of Honorary, Life, and Quondam Fellows, as well as By-Fellows, Associates, Research Associates, and Visiting Scholars incorporates a wide range of scholars and professionals into the intellectual and communal life of the College. As a group, referred to collectively as the "senior membership", these individuals represent the core academic, cultural and institutional leadership of the College community.

The wider community of staff includes individuals experienced in the wide range of skills and day-to-day support functions required in a large and complex educational institution.

Role Summary

The Catering department currently consists of 14 permanent members of staff reporting to the Head Chef or the Front of house manager. The Department produces cafeteria lunches and dinners for up to 200 covers and formal dinners for up to 90 covers regularly take place in term time. There is also external conference business, summer schools and a number of other 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, storing and organising deliveries and some basic kitchen preparation. It will also involve other departmental work as required by the demands of the business. The successful applicant will take direction from the kitchen team on all matters involving departmental standards, health and safety, due diligence and staff development training.

Key Responsibilities / 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 through the morning and over the lunch period.
- Cleaning-down the dishwasher room and equipment when the washing-up is complete.
- To help with food preparation.
- 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.
- Help with putting deliveries away following HACCP guidelines.
- 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 in order 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

This section details the knowledge, skills and experience we require for the role.

Interpersonal & communication skills	<ul style="list-style-type: none">• Reliable and well organized.• Ability to communicate and work as part of a team within the Catering Department.
Physical skills	<ul style="list-style-type: none">• Heavy lifting and working-at-height (full training will be provided).
Relevant experience	<ul style="list-style-type: none">• A good working knowledge of food hygiene and workplace safety would be an advantage.

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 your reasons for applying for the role. Please also complete the College's Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk. There is currently no closing date and applicants may be invited for interview at any stage. Interviews will be held at Hughes Hall, Cambridge

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/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.