



MAGDALENE COLLEGE
CAMBRIDGE



Buttery Assistant

Candidate Information Pack

November 2025

About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at www.magd.cam.ac.uk.

Magdalene College Values

Magdalene's greatest asset is its people: a resident community of nearly 800 students, Fellows, and staff.

The College's core values are **'freedom of thought and expression'** and **'freedom from discrimination'** and it encourages its Fellows, staff, students and visitors to engage in robust, challenging, evidence-based and civil debates as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful.

Magdalene College expects that you will:

- Treat all members of the College (including all staff, partners, students, fellows and visitors) with respect, courtesy and consideration at all times.
- Behave professionally and expect professional behaviour from others in the community (including all staff, partners, students, fellows and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.

College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1600 per year for those working in College 5 days a week.

Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers. Staff are also able to apply to use the subsidised nurseries run by the University of Cambridge.

Benefits

The college offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.
- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12%.
- Eye tests with Specsavers.

Department Information

Working Conditions

Which statement best describes the environment in which the role will primarily be based?

Highly changeable conditions. Adapts standard process to the given situation, adjusting working practices to ensure safety of self or others

Physical Requirements

Which statement best describes the physical demands of the role?

Short periods of physically strenuous activity where there is no method, tool or adjustment that would reduce the frequency, or duration of the task (lifting, carrying, working in constrained spaces)

Sensory Requirements

Which statement best describes the sensory demands of the role?

Uses normal office equipment and/ or standard tools

Role Summary

The College is looking to appoint a Buttery Assistant to work within the Buttery team serving food and beverages and maintaining the good order of the main food service areas, including the student cafeteria (Ramsay Hall), Formal Hall, and such other events in parts of Magdalene College as may from time to time be required.

Responsible to: Buttery Manager

Job Description

Main Duties and Responsibilities

The main duties of the post include the following (this list is not exclusive):

General

- To act as a waiter/waitress serving food and beverages at formal events or at the Ramsay Servedy.
- General food service duties within the Buttery Department as specified by the Buttery management & team and maintaining standards within the Catering Department.
- Operating the till
- Ensuring the workspace and dining areas are clean and sanitised.
- To deliver a smooth and efficient service of food and beverages whilst on duty.
- To maintain good relationships with Fellows, students, conference delegates, customers, colleagues and suppliers.
- Control stock levels.
- To assist in the day-to-day operation of the Buttery.
- To assist in the services of food and beverages to all other areas of the College when required.
- Any other reasonable request that is related to the above duties.
- To assist in the College Bar as required.
- Ensure that a clean laundered uniform is worn at all times

Financial & Security

- To assist the Buttery management team in their responsibility of all security procedures such as, departmental stock control and general departmental security.
- To report all breakages, damages and losses to the Buttery Manager.

Health & Hygiene

- To maintain a high standard of hygiene required by the Food Safety Act 1990 & The Food Safety (General Food Hygiene) Regulations 1995.
- To assist in the completion of all hygiene schedules as dictated by the Buttery management team.

Person Specification

The following criteria are appropriate to this post:

Knowledge and Experience

- Previous experience of working in a catering or food services environment is desirable but not essential.
- Knowledge of working within a Cambridge College is desirable but not essential.

Personal Skills and Abilities

- Reliable and enthusiastic to deliver good customer service with a 'can do' attitude.
- Able to work well when under pressure.
- Able to work as part of a team and provide cover when necessary.
- Able to work on a flexible basis as business requires.

Remuneration and Benefits

Remuneration

The post is offered at a salary of £26,334 per annum (point 6 on the Magdalene College pay scale).

Hours of Work

The hours of work are 40 hours per week in accordance with the Buttery rota.

Holidays

The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

Pension

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.



Probationary and Notice Period

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be two months.

How to Apply

Please download and complete both parts of the application form from the College website at <https://www.magd.cam.ac.uk/about/vacancies/non-academic-vacancies>.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is:

HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries

Further enquiries about your application may be made by email to hr@magd.cam.ac.uk.

Closing Date

The closing date is 9am Thursday 4th December 2025 with interviews being held week commencing 15th December 2025.





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