



MAGDALENE COLLEGE  
CAMBRIDGE



**Deputy Buttery Supervisor**

**Candidate Information Pack**

April 2024

## About us

Magdalene College is one of the ancient Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

Further information is available from the College's website <http://www.magd.cam.ac.uk/>

## Department information

The Buttery provides a Food and Beverage service to the College, and is responsible for serving Fellows, Students, Staff and guests at Conferences, Banquets and Weddings as well as daily lunch and dinners. The Buttery team are "front of house" and have a hugely important role in presenting a professional and efficient service to all members of the College community and their guests. The Buttery work from both from Ramsay Hall or Cripps Servery (canteen style) and at formal dining events, feasts or drinks receptions. The Buttery has a small team of core staff with additional casual workers during peak times or during large events. The Buttery team are responsible for managing the booking system for events; ensuring the rooms are set up for the event; serving of food and beverages and clear down at the end of service. The Housekeeping team undertake deep cleans of dining areas four times a year but the Buttery team are responsible for ensuring it is clean and presentable for day to day use. The College has an extensive wine collection held across two wine cellars, one specifically for Fellows wine. These cellars are managed by the Buttery team with the Wine Steward overseeing management of Fellows wine. The College also has a substantial collection of silver which is maintained by the Buttery. The Buttery team work closely with the Catering, Conference and Housekeeping teams.

## Role Summary

We are looking for a Deputy Buttery Supervisor to work within the Buttery team to assist in serving and maintaining the good order of the main food service area in 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 and Deputy Buttery Manager

# Job Description

## Main Duties and Responsibilities

### **Main Duties and Responsibilities:**

- General food service duties within the Catering Department as specified by the Buttery management team and maintaining standards within the Catering Department.
- To update menus and menu boards in preparation for service
- To supervise the Buttery team in their duties
- In conjunction with the Buttery Manager, devise and implement all theme days and promotional activity for Ramsay Hall
- Control stock levels and wastage where applicable
- Induct and train all new staff
- Maintain training of all staff working in the Buttery
- Monitor and respond to all student feedback forms
- To deliver a smooth and efficient service of food and beverages whilst on duty.
- To adhere to instruction from the Buttery management team
- To maintain good relationships with Fellows, students, conference delegates, customers, colleagues and suppliers
- To assist the Buttery Team in day-to-day delivery of events.
- Any other reasonable request that is related to the above duties

### **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 and follow/implement the College Food Safety Policy
- To assist in the completion of all hygiene schedules and maintain high standards of cleanliness, as set by the Buttery Management Team

## Person Specification

The following criteria are appropriate to this post:

### **Knowledge and experience:**

1. Good understanding of professional catering services
2. Knowledge of College catering is desirable, but not essential
3. Experience in customer sales environment
4. Knowledge to work in a supervisory position
5. Experience of till work

### **Personal skills and abilities:**

1. Good level of communication, both oral and written
2. Good customer service skills
3. Computer literate with the ability to use Microsoft Word, Excel & Publisher
4. Ability to work as part of a team
5. Competent with numeracy and cash handling
6. Basic Food Safety certificate
7. Cheerful outgoing personality
8. High standards of personal hygiene and presentation





# Remuneration and Benefits

## Remuneration

The annual salary is £25,394 per year

## Hours of Work

The hours of work are 40 hours per week. The hours are typically on an agreed rota basis.

## 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.

## 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 Cyclescheme, 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 £5.90 per day which equates to over £1300 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 recently introduced by the government to replace Childcare Vouchers

## Probationary Period/Notice

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

## How to Apply

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

Send your completed application by email to the HR Manager, Hannah Millward, at [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk).



Closing date: 6<sup>th</sup> May 2024

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG





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Magdalene Street  
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[hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk)[www.magd.cam.ac.uk](http://www.magd.cam.ac.uk)