Magdalene College
CAMBRIDGE

Casual Buttery Staff (Waiting/Bar/Servery)
Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the 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. It is one of the smaller Colleges in Cambridge with around 70 Fellows, 500 students and 100 members of staff. It enjoys a central location on Magdalene Street close to the city centre and has good transport links.

As well as being the term-time home to students and Fellows, Magdalene hosts residential and day conferences and is licensed for weddings.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

We are looking for casual staff to act as a waiter/waitress/bar person/servery assistant; to assist in serving and maintaining the good order of the main food service areas, in particular Formal Hall, and such other parts of Magdalene College, including the College Bar and Cripps Court, as may from time to time be required.

Responsible to: Head of Buttery/Senior Butlers
Main Duties and Responsibilities

- To act as a waiter/waitress serving food and beverages.
- To act as a bar person in the College bar serving and taking payment for drinks.
- To serve food in Cripps Court (student canteen).
- General food service duties within the Catering Department as specified by the Buttery (Food Services) management & team, and maintaining standards within the Catering Department.
- 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 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

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 take responsibility for cash handling procedures, particularly when working in the College bar.
- To report all breakages, damages and losses to the Buttery Manger/Deputy 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:
1. Previous experience of working in a catering or food services environment is desirable but not essential
2. Knowledge of working within a Cambridge College is desirable but not essential
3. Experience of handling cash for working on the bar is desirable

Personal skills and abilities:
1. Reliable and enthusiastic to deliver good customer service with a ‘can do’ attitude
2. Able to work well when under pressure
3. Able to work as part of a team and provide cover when necessary

Salary and Conditions

- The salary is £7.38 if aged under 25, £7.83 if aged 25 and over, per hour.
- This post is casual, working on an ad hoc basis.
- Work wear is provided.

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