Magdalene College
CAMBRIDGE

Buttery Assistant
Job Description

The College
Magdalene College (pronounced “Maudlin”) is one of Cambridge’s smaller Colleges and has been a seat of learning for some 550 years. The College has approximately 330 Undergraduates, 150 Graduates and 70 Fellows and other members of the High Table. Meals are served daily in term (30 weeks of the year) in the Main Hall (capacity 100), Ramsay Hall (capacity 80). Private functions are held in the Parlour (capacity 24) or in Cripps Court (capacity 100). The College accommodates conference business, receptions and private functions during vacations outside term time and, in addition, some private lunchtime functions in the Main Hall during term time.

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

The Buttery
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.

**Purpose of the Job**

We are looking for 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: Director of Catering and Conferencing. Supervised by the Senior Butlers.

**Main Duties and Responsibilities**

- To act as a waiter/waitress serving food and beverages at formal events or at the Ramsay Servery.
- General food service duties within the Buttery Department as specified by the Buttery management & team, and maintaining standards within the Catering Department.
- 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
- 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

**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 Head of Buttery

**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

**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
4. able to work on a flexible basis as business requires.

**Salary and Conditions**

- The post is for 40 hours a week
- The salary is £9.64 per hour (£20,153 p.a.)
- 25 days annual leave (excluding Bank Holidays) pro rata.
- There will be a six-month probationary period.
- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.
- Work wear is provided.

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