Buttery Assistant

Candidate Information Pack

May 2022
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 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: Head of Catering
Job Description

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.
Remuneration and Benefits

Remuneration
The annual salary is £20,691, pro rata if part time (£9.90 per hour).

Hours of Work
The hours of work are 40 hours per week but part time hours are also available. The hours are typically on a, 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 contributory 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.

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 ms2019@cam.ac.uk.