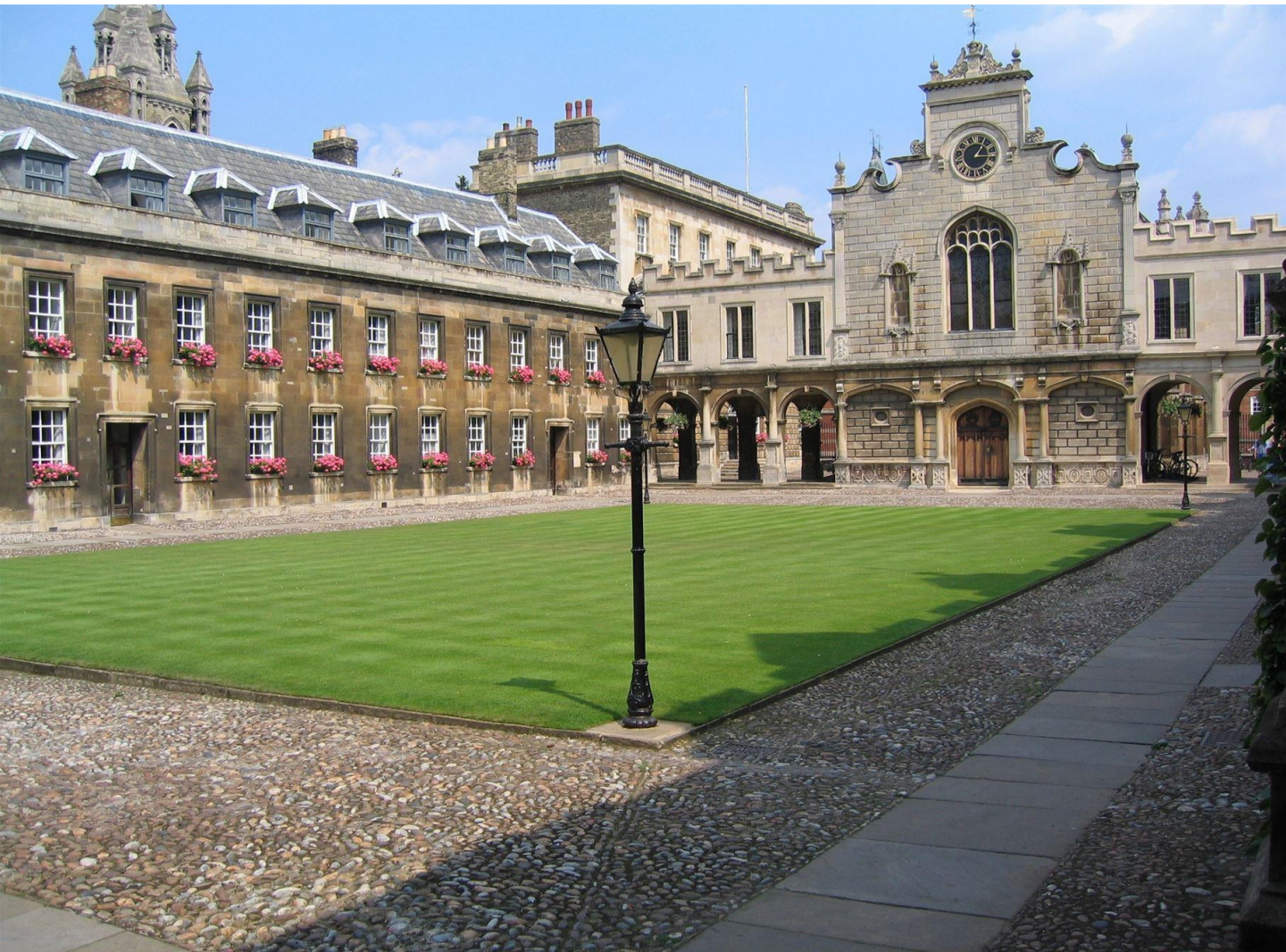


Peterhouse University of Cambridge



Additional candidate information

January 2024

Peterhouse – Catering Department

Front of House Team - Background

At Peterhouse you will enjoy a wide and varied range of duties which change day-to-day. Working within an established and stable team, the College prides itself on its in-house Catering and many of the staff within the Department have worked for Peterhouse for many years, benefitting from support, training and career progression.

What we ask for:

Your dedication, commitment and enthusiasm to preparation and service of food at all levels and to all customers. As well as service of regular meals for our students, you might also be serving a fine dining menu for a College Feast, or an intimate dinner in the Master's Lodge for VIPs, including high ranking Politicians and Royalty.

What staff like about working for Peterhouse:

One of the attractive things about our work is that your role is varied throughout the year. It follows a familiar pattern during Term time, with the service of meals to Students, Fellows and staff. During term the Master will host a variety of different events in the Master's Lodge; there are lunches for students, as well as dinners for Fellows and VIP guests.

College Feasts take place four times a year, these are held in the Hall and give us an opportunity to provide the finest food and wine, and the best service possible.

College terms are eight weeks long; we usually provide service of meals for a week or two each side of term so it isn't long before your role changes again. Out of term we like to make the most of our facilities whilst still maintaining the provision of meals for Fellows and staff in the College. We are lucky to have a large number of repeat clients who enjoy coming to us for day meetings, conferences, drinks receptions and garden parties, lunches and dinners as well as a number of other one off events, such as weddings.

Areas in the College where catering is provided:

The Servedy, is open for Student meals seven days a week during term time, providing breakfast, lunch and dinner, and brunch on a Saturday. Our Student numbers usually average 120 per session.

The Hall is used for informal dining, as well as for service of Formal Hall every night of the week during term time. The Hall dates back to the 1290's and was one of the first structures built when the College was founded (in 1284). The Hall will seat up to 110 people and has a unique atmosphere. In addition to College use, the Hall is also booked for external dinners throughout the year.

The Combination Room, (a Fellows room leading from the Hall), is used for Fellows' lunch Monday to Saturday as well as a venue for dinners and receptions. The room overlooks the Fellows' Garden, which is also used for garden parties.

The Deer Park leads on from the Fellows' Garden, extending behind the Fitzwilliam Museum, and offers a less formal venue for drinks and garden parties.

On the level above the Servedy, is the Upper Hall – a private function room which seats up to 46 people. This room is used extensively throughout the year for private and college events, ranging from day meetings, lunches and dinners, to buffets and drinks receptions. Also nearby is the Henry Cavendish Room; a room which will seat up to 16 people, which again is used for meetings, lunches and dinners.

The Theatre and Lubbock Room consist of an auditorium which will seat up to 180 people and the adjacent Lubbock Room is used either as a break out room for conferences or for refreshments to be served in.

The Master's Lodge is located opposite the main entrance to the College. As well as being the Master's home, the house and gardens are used throughout the year for a variety of different events, from small lunches and dinners, to larger garden parties.

What we offer you:

You will be part of a team who are reliable, dependable and dedicated to each other, as well as to the College. We believe that it is important to invest in staff; we are keen to offer on and off site training. As well as one off training (such as hygiene and manual handling training), we are keen to promote training which might be more specific and beneficial to your role.

The service team of Butlers is made up of two shifts, as well as the Senior Butler who works flexibly, between the two shifts. Each shift works a two-week rotation, with a fixed day off in the week and alternate weekends on / off, shown beneath:

Shift one:

<u>Week 1</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Senior Assistant Butler	13.45-21.00	OFF	07.30-14.00	07.30-14.15 16.45-21.00	13.45-21.00	OFF	OFF
Assistant Butler	13.45-21.00	OFF	07.30-14.00	07.30-14.15 16.45-21.00	13.45-21.00	OFF	OFF
Junior Butler	13.45-21.00	OFF	07.30-14.00	07.30-14.15 16.45-21.00	13.45-21.00	OFF	OFF

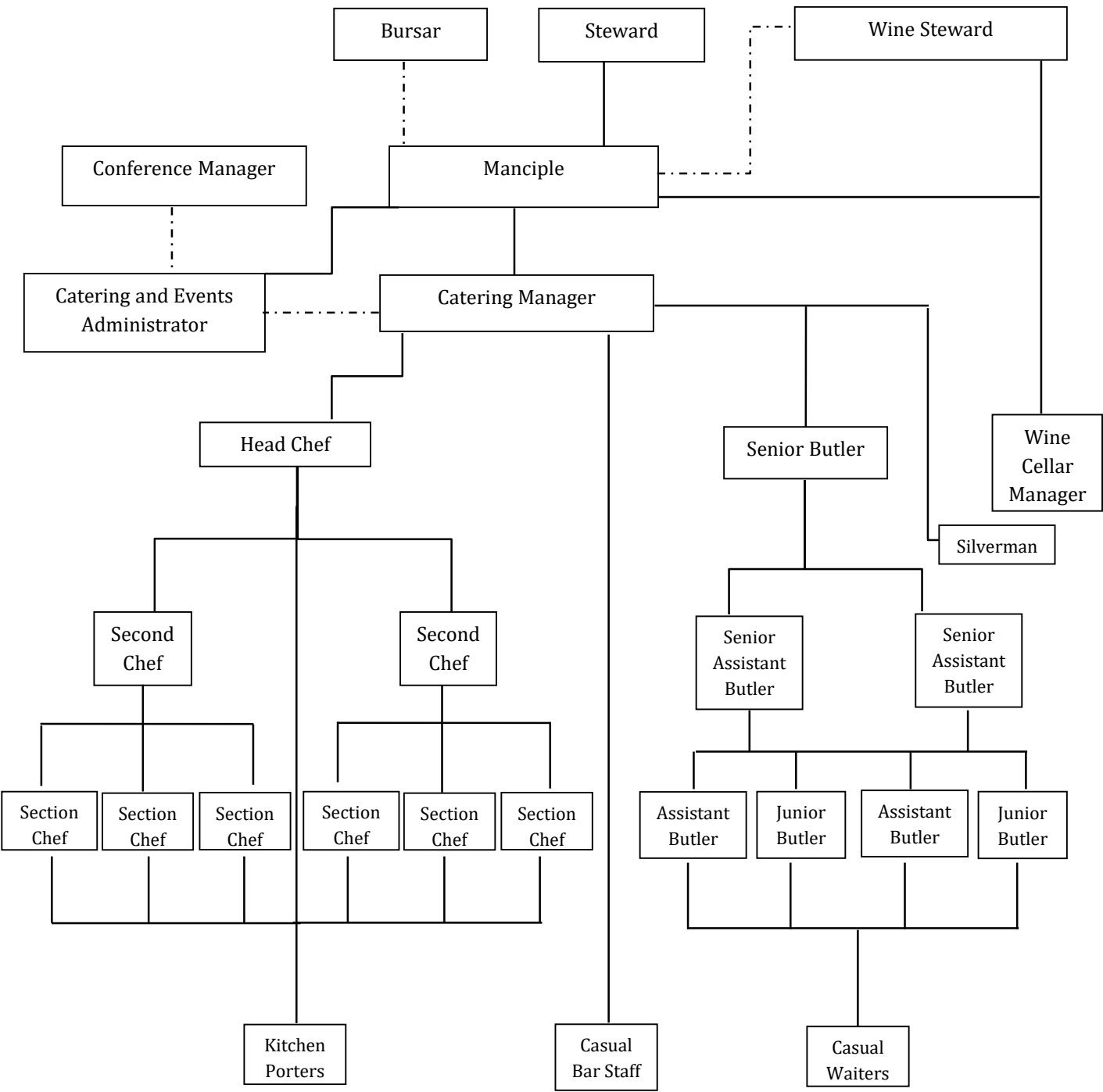
<u>Week 2</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Senior Assistant Butler	07.30-14.00	OFF	13.45-21.00	07.30-14.15 16.45-21.00	07.30-14.00	07.30-14.15 16.45-21.00	15.15-21.00
Assistant Butler	07.30-14.00	OFF	13.45-21.00	07.30-14.15 16.45-21.00	07.30-14.00	07.30-14.15 16.45-21.00	15.15-21.00
Junior Butler	07.30-14.00	OFF	13.45-21.00	07.30-14.15 16.45-21.00	07.30-14.00	07.30-14.15 16.45-21.00	15.15-21.00

Shift two:

<u>Week 1</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Senior Assistant Butler	07.30-14.00	07.30-14.15 16.45-21.00	13.45-21.00	OFF	07.30-14.00	07.30-14.15 16.45-21.00	15.15-21.00
Assistant Butler	07.30-14.00	07.30-14.15 16.45-21.00	13.45-21.00	OFF	07.30-14.00	07.30-14.15 16.45-21.00	15.15-21.00
Junior Butler	07.30-14.00	07.30-14.15 16.45-21.00	13.45-21.00	OFF	07.30-14.00	07.30-14.15 16.45-21.00	15.15-21.00

<u>Week 2</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Senior Assistant Butler	13.45-21.00	07.30-14.15 16.45-21.00	07.30-14.00	OFF	13.45-21.00	OFF	OFF
Assistant Butler	13.45-21.00	07.30-14.15 16.45-21.00	07.30-14.00	OFF	13.45-21.00	OFF	OFF
Junior Butler	13.45-21.00	07.30-14.15 16.45-21.00	07.30-14.00	OFF	13.45-21.00	OFF	OFF

Catering Department Management Chart (January 2024)



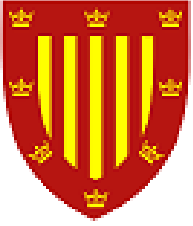
The College is keen to support progression amongst its staff, and this is evident in the Catering Department. Many of the team have been promoted from within, this has the added advantage that all those within the management structure are realistic about the job to be done at all levels of the operation.

Although, like everywhere, the College has changed over recent years it is still very much a secure working environment, focussed on supporting its staff. We recognise that without the dedication and commitment of our staff the College would not be able to function. We have had a low staff turnover over the years and absence is minimal. During the summer, a garden party is held for the staff and their families to thank them for their work throughout the academic year and for the continued work through conference season. College staff also enjoy the traditional Christmas lunch in the Hall, at which Fellows, current and retired staff are invited to attend collectively.

We do hope you come to join us at Peterhouse and we look forward to welcoming you to the College!

January 2024





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