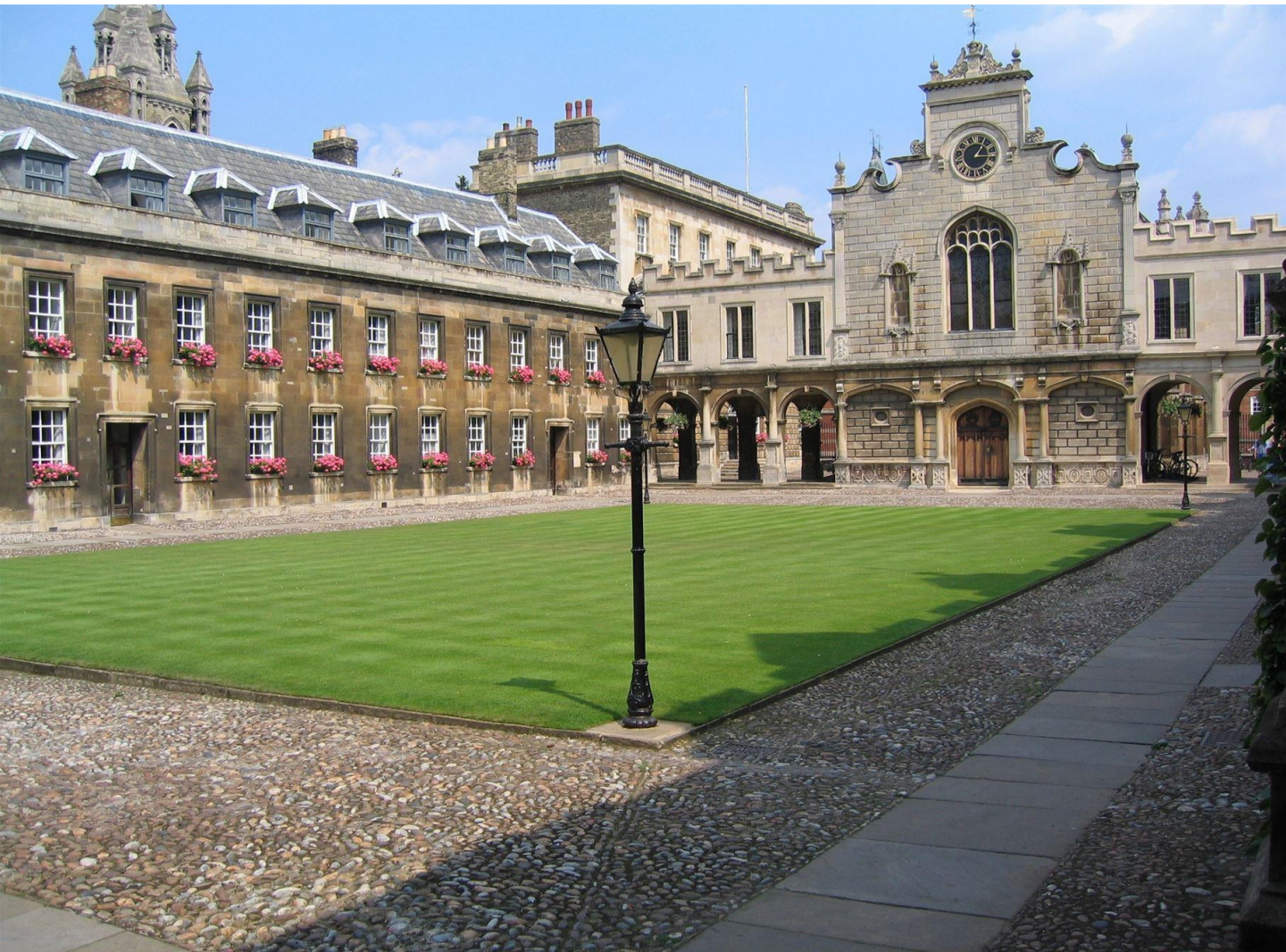


Peterhouse  
University of Cambridge



Assistant Butler

Candidate information pack

January 2024

## **About Peterhouse**

Peterhouse is the oldest College in Cambridge (founded in 1284) and is also among the smallest (currently 291 undergraduates; 176 postgraduates; 43 Fellows). The College provides accommodation for almost all its Junior Members either on or near the main College site. The College is, therefore, characterised by a greater degree of regular interaction between Senior and Junior Members than is the case in some larger Colleges. It is a vibrant community, with many active clubs and societies, and a strong tradition of table fellowship. Peterhouse is situated in Trumpington Street in Central Cambridge

## **Background**

Catering within Peterhouse is extremely diverse, and covers a range of functions in any one day. In Term we have the service of student meals and Formal Hall, Fellows lunch and dinner, private dinners and lunches, day meetings and conferences. Out of term we have conferences, weddings, summer schools and a range of other external functions. We treat every function, large or small, with the same amount of care and dedication.

## **Job summary**

The Assistant Butler is one of the small and friendly team of Butlers at Peterhouse who primarily provides a range of meal services throughout the year. The role is therefore a varied and interesting one, requiring a meticulous, practical, hands-on approach. At certain times the Assistant Butler will be responsible for the management of a small team of casual Service Staff.

## **Duties and responsibilities**

- To provide the highest level of practical food and drink service to the Fellows and students of Peterhouse, and to all other events taking place in the College.
- To maintain the standards, traditions and ambience of the dining areas and function rooms in the College.
- To prioritise and complete daily tasks in an efficient manner.
- To set and clear dining rooms for use, as required.
- To undertake the day-to-day running of food service to those using the Servery, and at times, supervise casual service staff in this area.
- To assist, as required, in the timely ordering and management of provisions for the Servery.
- To supervise the smooth service of Formal Hall and direct the casual waiting staff as required.
- To develop a basic working knowledge of the Formal Hall booking system and till system.
- To assist in the care and safe keeping of the College silver.
- To assist in the recording of internal College charges.
- To assist in the preparation of conference rooms, and the service of refreshments to conference delegates, and when required to provide AV / IT support at a basic level.
- From time to time the post holder may be asked by the College to perform any other duties appropriate to this post.

## **People/Communication**

- To liaise with colleagues, as required, to ensure excellent internal communication.
- To effectively communicate with members of the College and guests.
- To respond, as required, to requests from those wishing to dine.
- To liaise, as required, with the Conference Manager regarding the requirements of Conference events.
- To supervise the activities of casual service staff during their employment.
- To assist in the training of service staff in best practise in service methods and hygiene standards.
- To promote high standards of service from waiting staff effectively and with courtesy.

## **Environmental Health**

- To adhere to health and safety and food hygiene regulations and procedures.
- To report possible hazards and/or equipment failures and accidents to the Catering Manager.
- To observe COSHH regulations and risk assessments, as required.
- To be responsible for the hygienic maintenance of all work environs within the College.

## Knowledge

- A knowledge and interest of a range of different food/drink methods and customer service
- An appreciation of the aims and objectives of Peterhouse as an historic Cambridge College
- An understanding of food safety legislation and its implementation
- An understanding of special dietary requirements e.g. allergens, religious/cultural diets
- Possession of a current basic level Hygiene Certificate, or willingness to acquire one
- Of alcohol licence training, or the willingness to undertake training

## Skills

- An ability to work in a busy service environment, including standing for long periods and carrying substantial weights
- An ability to effectively communicate with others in the College, at all levels
- An appreciation of the importance of detail and a drive to get detail right
- A calm and positive disposition
- An ability to work accurately and efficiently when under pressure and to effectively prioritise
- An ability to perform basic IT tasks such as; send and receive emails, viewing the online Formal Hall booking system and operating the till system
- Diplomatic and discrete, with an awareness of the needs of others

## Experience

- Of working in a similar environment, with numerous different events taking place simultaneously
- Of contributing positively to the work of the team
- Of prioritising and managing own time to best effect
- Of working successfully in an environment where punctual delivery of food is imperative

## Hours of Work

- The post is full-time. You will follow a fixed and planned rota which provides a range of different shifts, including many straight shifts. The rotas are worked over a two-week basis (80 hours over two weeks, **including meal breaks**) and you have a set day off every week and will work alternate weekends on and off.

There will be some scope to earn overtime, when the need arises. We pay overtime at time and a half ordinarily, and at double time for a Bank Holiday, or offer the option to take this as lieu time instead.

## Salary

The salary for the role ranges from £25,286 to £27,371 per annum, depending upon experience. Normal rates of pay are paid up to 160 hours in any four-week consecutive period, and thereafter at time-and-a-half in arrears in accordance with your agreed shift pattern and with the approval of the Catering Manager/Manciple. You may be required to work additional hours when authorised and as necessitated by the needs of the College.

## **Additional Benefits & Information**

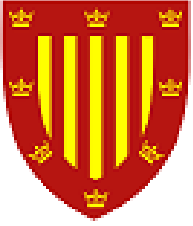
- You will have 25 days annual holiday (plus Bank Holidays). The College kitchens are closed entirely at Christmas and Easter, leaving you 15 days to be taken throughout the year.
- The College provides a uniform
- Car parking whilst on duty, which is subject to availability.
- We also offer Medicash, which is a medical cashback scheme where you can get money back for health-related things like, dentists, opticians, prescriptions etc. There is also a discount scheme within this which gives discounts off shopping, cinema tickets, utilities and travel etc
- The College offers an auto-enrolled pension scheme to eligible employees, after 3 months' completed service. The scheme is the Cambridge Colleges Group Personal Pension Scheme (CCGPPS) with Aviva.
- Meals are provided free of charge when on duty and when the College kitchens are open.
- The role is subject to satisfactory completion of a six month probationary period.

## **Health and Safety**

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work. The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas and during official breaks.

**The closing date for applications is 8.00am 12<sup>th</sup> February 2024**

**Completed applications should be returned to:** The Human Resources Manager, at: [hr@pet.cam.ac.uk](mailto:hr@pet.cam.ac.uk)



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