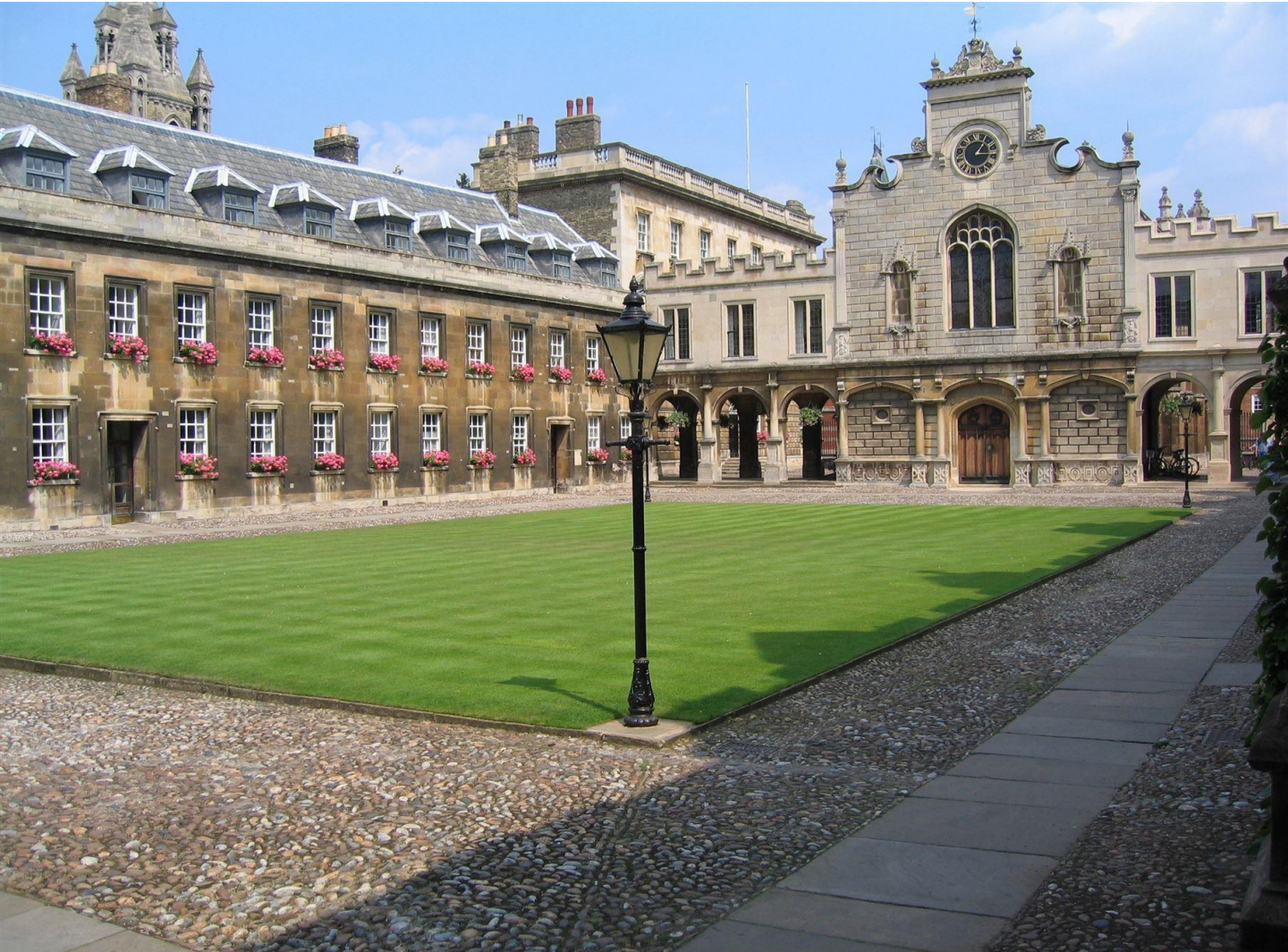




Peterhouse
University of Cambridge



Junior 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 Junior 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 and practical approach. The Junior Butler will occasionally supervise a small team of casual Service Staff.

Duties and responsibilities

- To provide 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 complete daily tasks as designated by the Senior Assistant Butler in an efficient manner.
- To set and clear dining rooms and conference 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 ordering of provisions for the Servery.
- To effectively run the service of Formal Hall, when required.
- To develop a basic working knowledge of the Formal Hall booking system and till system.
- To care for the College silver.
- To record internal College charges.
- To serve refreshments to conference delegates, and when required provide AV basic support.
- 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 effectively with colleagues, members of the College and guests, as required.
- To respond, as required, to requests from those wishing to dine.
- To help train casual service staff.

Environmental Health

- To adhere to health and safety and food hygiene regulations and procedures.
- To report possible hazards or equipment failures to the Catering Manager.
- To adhere to COSHH regulations and risk assessments, as required.
- To adhere to allergen control systems in place.

Knowledge

- An interest in customer service and of different food/drink methods.
- An appreciation of the objectives of Peterhouse, as an historic Cambridge College.
- A willingness to develop an understanding of special dietary requirements e.g. allergens, religious/cultural diets.
- A willingness to undertake basic level Hygiene training.
- A willingness to undertake alcohol licence 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.
- A calm and positive disposition.
- 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.

Experience

- Of working in a similar catering environment.
- Of contributing positively to the work of a team.

Hours of Work

- The post is full-time. Normal hours of work will average 80 hours per fortnight (including meal breaks) worked over a fixed shift system that includes a regular day off and alternate weekend off, and some evening, weekend and Bank Holiday working.

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 is in the region of £23,829 to £25,286 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 on Monday 12th February 2024

Completed applications should be returned to: The Human Resources Manager,
at: hr@pet.cam.ac.uk



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