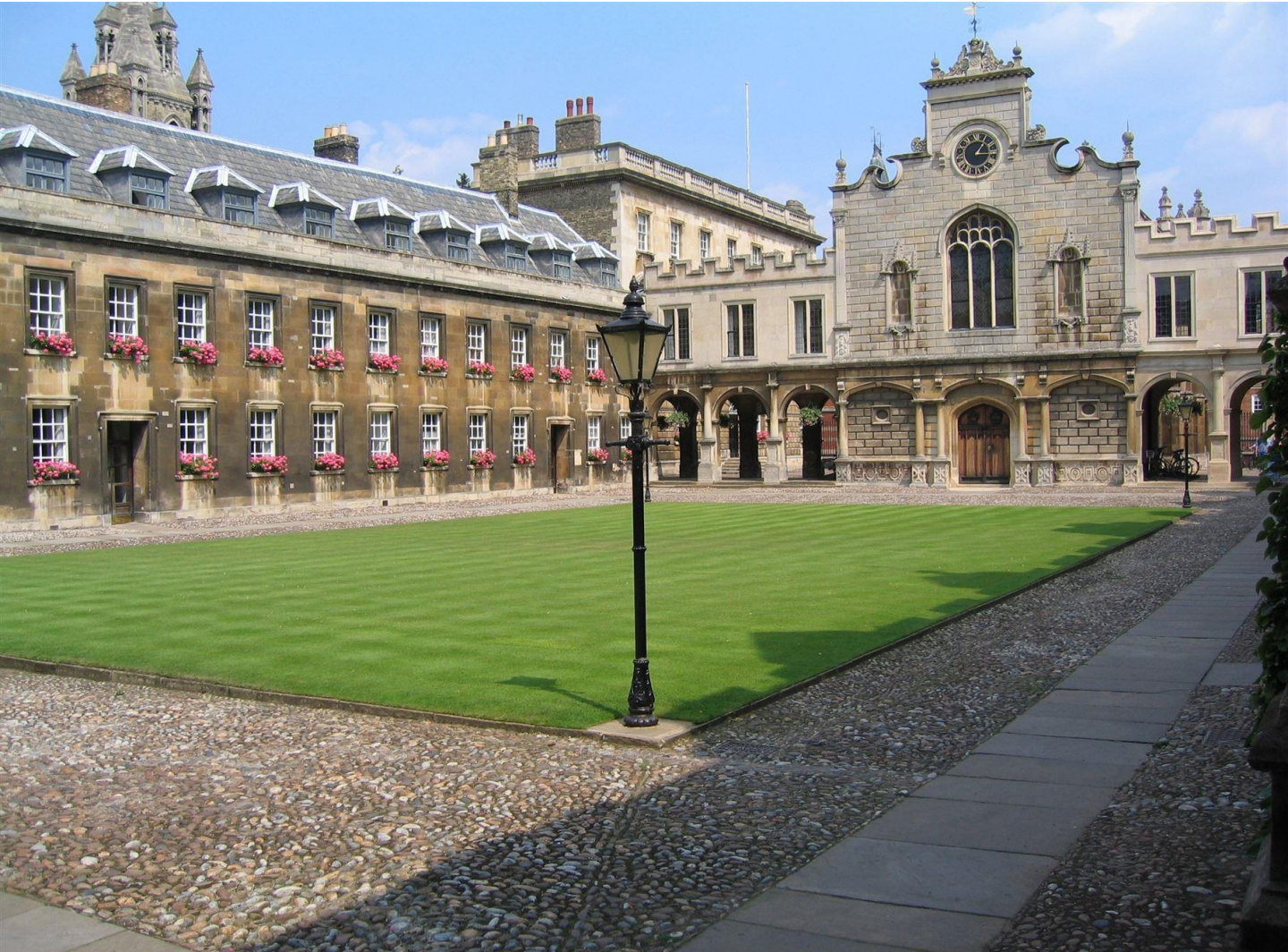




Peterhouse
University of Cambridge



Senior Butler

Candidate information pack

August 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 Senior Butler is responsible for the supervision of the Assistant Butlers and casual Service Staff. In the absence of the Head Butler and Deputy Head Butler, the Senior Butler will assume responsibility for the smooth running of food and drink service. The role therefore requires a practical approach, whilst demonstrating the ability to supervise other service staff in an effective manner.

Duties and responsibilities

- To supervise the Service Staff, prioritising all daily tasks in an efficient manner.
- To provide the highest level of food and drink service to the Fellows and Students of Peterhouse, and to all other functions taking place in the College.
- To maintain the standards, traditions and ambience of the dining areas and function rooms in the College.
- To supervise the day-to-day running of the Servery.
- To assist in the timely ordering and stock control of provisions for the Servery.
- To oversee relevant details of bookings and service in a timely manner, planning accordingly to meet expectations.
- To assist in the day-to-day care and safe keeping of College silver.
- To respond in a timely and appropriate manner to requests from Fellows and those wishing to dine.
- To record all information necessary to process billing in a timely manner.
- To liaise as required with the Catering and Events Administrator and Conference Manager regarding the requirements of forthcoming events.
- To organise the setting of conference rooms and service to conference guests, assisting conference organisers with basic level AV / IT support when required.
- From time to time the post holder may be asked by the College to perform any other duties appropriate to this post.

People/Management

- To liaise with chefs and kitchen staff to promote excellent internal communication.
- To ensure the most effective use of service staff during their employment.
- To assist in the design of effective rotas for casual service staff.
- To assist in the induction of service staff, as necessary.
- To assist in the training of service staff with regards to service methods and hygiene practices.
- To manage high standards of service from service staff effectively and with courtesy.

Environmental Health

- To ensure service staff 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 be working 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 **£28,055 to £29,773** 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 Tuesday 13th August 2024

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



Peterhouse
University of Cambridge
Trumpington Street, Cambridge,
CB2 1RD

01223 338200
www.pet.cam.ac.uk

