



Catering Assistant (Term time only) Fixed term

OVERVIEW	
Job title:	Catering Assistant (Term time only) Fixed term
Responsible to:	Chef Manager
Responsible for:	N/A
Working alongside:	Catering Assistants, Catering Shift Supervisors, Kitchen Assistants
Grade:	Grade 1
Salary:	£11.51 per hour
Contract type:	Part time: 15 hours per week Fixed term: 02/09/24–15/12/24
Working Arrangements:	5 days a week 17:00–20:00
Pension:	St John's College Graded Pay Scale
Holidays:	N/A – payment for holidays included in monthly salary calculation
Start date:	Monday 2 nd September 2024
Closing date:	23:59 BST Sunday 30 th June 2024
Interview date:	Week starting 1 st July 2024

ABOUT ST JOHN'S COLLEGE

St John's College is one of the smallest Durham colleges, renowned for our welcoming atmosphere. Founded in 1909 and set in a series of beautiful, listed buildings in the heart of Durham city, our community enjoys stunning views of Durham Cathedral and boasts gardens and lawns stretching down to the River Wear. Each year we have around 250 students resident in the College – undergraduates and postgraduates studying for degrees at Durham University, as well as students of Cranmer Hall, a theological College within St John's. The College has a degree of independence within the University, both financially and in its governance, meaning that we have the freedom to do things a little differently. Throughout the year, the College's Christian ethos translates into warm hospitality. All our different staff teams work closely together with our students to create the unique John's experience.

JOB SUMMARY AND PURPOSE

To work as part of a cohesive team that ensures an excellent and professional standard of food service is consistently provided to students, staff, visitors and conference guests. To work flexibly in line with business demands.



KEY RESPONSIBILITIES

- To work as part of a friendly and supportive catering team.
- To set up the servery for each meal service, working under the instruction of the Supervisor.
- To ensure that the front and back of house food service areas are clean and tidy at all times.
- To assist in the washing and cleaning of all food service equipment, including use of the automatic dishwasher.
- To maintain a safe and secure working environment for self and others in accordance with Health & Safety procedures.
- To offer flexibility in shift patterns to cover for sick leave, holidays and emergencies.
- To maintain a safe and secure working environment for self and others in accordance with Health & Safety procedures.
- To maintain personal health and hygiene and present a professional image at all times.
- To assist the kitchen team as and when required.
- To offer flexibility in shift patterns to cover for sick leave, holidays and emergencies.
- The post-holder will be required to attend any identified training courses to enable them to perform the duties of the post.
- Undertake and assist in any other tasks as instructed by the Chef Manager and Shift supervisors commensurate with the grade.



PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Literacy and numeracy skills including GCSEs in Mathematics and English	x	
2	An understanding of what excellent customer service looks like	x	
3	A friendly and approachable character	x	
4	A flexible attitude	x	
5	Ability to work under instruction and in harmony with colleagues	x	
6	Displays a smart and professional appearance, representing the College in a positive manner	x	
7	Honest and reliable	x	
8	Willingness to work as part of a team in order to ensure that service is never compromised	X	
9	Excellent communication skills	x	
10	A great eye for detail	x	
11	Experience of working in a catering or customer service environment		x

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

APPLICATION PROCESS

The application should include:

- Letter of application, indicating fulfilment of essential and desired criteria
- Current CV

Applications should be submitted by email to john.dorward@durham.ac.uk

For an informal telephone conversation about the role feel free to call 0191 334 3500

The deadline for applications is 23:59 BST **Sunday 30th June 2024**.

Interviews are expected to be held on week starting **1st July 2024**.