



Catering and Housekeeping Assistant (Summer 2024)

OVERVIEW	
Job title:	Catering & Housekeeping Assistant
Responsible to:	Conference & Events Manager, Residential Business Manager
Responsible for:	N/A
Working alongside:	Conference Assistants and Operational teams
Salary:	National minimum wage + 15% holiday pay
Contract type:	Fixed-term 24 June – 28 September 2024 Zero hours contract
Working arrangements:	Required to work from St. John's College, flexibly
Pension:	N/A
Holidays:	N/A – holiday allowance paid in monthly salary
Start date:	24 June 2024
Closing date:	21 May 2024 (23:59)
Interview date:	29 May (am)

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

We are looking to recruit casual staff for the summer period in the College's Catering and/or Housekeeping Teams. This is zero hours contract and applicants can choose one team or apply to both.

The Catering Assistant will be an integral part of the Operations Directorate, specifically within the Catering and the Housekeeping Teams. They will collaborate within a cohesive kitchen unit to uphold a consistently high standard of food service for B&B visitors and conference guests. This role entails flexibility, as it may involve daytime, evening, and weekend shifts to meet business needs.

For Housekeeping team, responsibilities include maintaining cleanliness and presentation throughout the college's facilities. This involves cleaning and preparing accommodation, teaching areas, social spaces, and external properties to the utmost standards of safety and cleanliness, adhering to College regulations and Health and Safety Policies.



KEY RESPONSIBILITIES

To ensure staff, students and guests receive courteous, friendly and efficient service at all times.

- To work as part of a friendly and supportive team.

Specifically in Catering

- To set up the servery in preparation for each meal service.
- 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 gain a knowledge of the menus and food products being served, including suitability for special diets, and to ensure allergen information lists are available.
- To maintain a safe and secure working environment for self and others in accordance with H&S procedures.
- To maintain personal health and hygiene and always present a professional image.
- To re-stock hot counters, buffet tables and sandwich and salad bars, ensuring stock is properly rotated.
- To serve food to customers ensuring portion size, temperature and presentation are in accordance with instructions.
- To clean the dumb waiter after each meal service.
- To ensure the use of appropriate cleaning chemicals for each job, and complete daily cleaning sheets.
- To attend training sessions to update skills and knowledge.
- 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.

Specially in Housekeeping

- Cleaning bedrooms – to include vacuuming, damp mopping, cleaning, washbasins, waste removal and stripping bed and re-making guests rooms when required.
- Servicing bathrooms / WCs and other utilities – to include cleaning sanitary ware, polishing glassware and mopping floors.
- Cleaning public areas – to include vacuuming, damp dusting, mopping and spray cleaning floors and surfaces, straightening small furniture and removal of rubbish.
Deep cleaning at the end of term – to include vacuuming, high level damp dusting, mopping, and thorough clean of the interior and exterior of pieces of furniture. Also, to include cleaning of kitchen utilities: cookers and fridges where applicable.
- Raising issues of maintenance and Health & Safety concerns to the Housekeeper in a timely manner

PERSON SPECIFICATION

The successful candidates will be friendly and motivated individuals with a passion to represent St John's College and to provide excellent service to external guests and customers. They will need to have a flexible approach to work during this period and be available at short notice to provide cover and support.



	Criteria	Essential	Desirable
1	A friendly and approachable character	x	
2	A flexible attitude	x	
3	Ability to work under instruction and in harmony with colleagues	x	
4	Displays a smart and professional appearance, representing the College in a positive manner	x	
5	Honest and reliable	x	
6	Commitment to undertaking relevant training and development	x	
7	Excellent communication skills	x	
8	A great eye for detail	x	
9	Awareness of Health & Safety (*but will need training)		X
10	Awareness of COSHH (*but will need training) – Catering only		X
11	Experience of working in a catering or customer service environment – Catering only		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
- Current CV
- Name and contact details of two referees

Applications should be submitted by email to Conference & Events Manager, Elizabeth Hall (elizabeth.hall3@durham.ac.uk).

The deadline for applications is 21 May 2024 (23:59). Interviews are expected to be held on the morning of 29 May.