EMMANUEL COLLEGE

FOOD SERVICE ASSISTANT

The College

Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to staff management, the College is completely autonomous. Members of staff are employed by the College, which handles all contractual and personnel matters.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairman of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: The Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; and the Senior Tutor, who has overall responsibility for admissions and the academic life of the College.

Reporting to the Bursar and the Senior Tutor are the Heads of Department, who together are responsible for some 150 staff members.

The Catering Department

A busy department catering for a variety of events both across the College to both internal and external customers including weddings, formal dinners, students and staff.

Person Profile

The College is seeking to appoint a Food Service Assistant to work within the Catering Department. The successful candidate will have excellent customer service skills. The ability to work with a wide variety of customers is essential along with a pleasant and helpful manner whilst remaining calm under pressure. No experience is necessary as full training will be provided.

The Post

Part-time position working 20 hours per week in accordance with a shift rota including some evenings and alternate weekends. The full duties of Food Service Assistant are explained in the attached Job Description.

The Rewards

The College Terms and Conditions of Employment provide for 25 days annual holiday, in addition to statutory and bank holidays (pro rata for part time staff), membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay) and the College operates a scheme for payment whilst staff are incapacitated due to ill health.

The salary will be £10,178 per annum.

Application

For an application form and job description, please visit www.emma.cam.ac.uk

Applications should be marked “Strictly Private and Confidential” and sent by email to hr@emma.cam.ac.uk. The closing date for receipt of completed applications is 5pm on 15th June 2022

Emmanuel College is an Equal Opportunities Employer