

EMMANUEL COLLEGE

Further particulars relating to the post of Food Service Supervisor

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 140 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. The structure of the department is detailed in the attached Structure of Catering Department.

Person Profile

The College is seeking to appoint an experienced Food Service Supervisor to work within the Catering Department. The successful candidate will have experience working in a busy Catering operation. The ability to work with a wide variety of customers is essential along with a pleasant and helpful manner whilst remaining calm under pressure.

The Post

Full-time position working 80 hours per fortnight in accordance with a shift rota including alternative weekends and split shifts. The full duties of Food Service Supervisor 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, 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 in the region of £19,884 to £21,513 per annum plus a 4.5% shift allowance paid monthly.

Application

Applications should be via completion of the enclosed application form together with a hand written covering letter. The closing date for receipt of completed applications is 5pm on 8th June 2017.

Applications should be addressed for the attention of the Bursar's Assistant, Emmanuel College, St Andrew's Street, Cambridge, CB2 3AP and marked "Strictly Personal and Confidential".

Interviews will be held week commencing 12th June 2017, please indicate dates and time that you are unavailable.