



KING'S COLLEGE

CAMBRIDGE

Food & Beverage Assistant

Candidate Information Pack

April 2025

About Us

King's is a constituent College of the University of Cambridge. Founded in 1441 by Henry VI as a place of education, religion, learning and research, the College comprises around 130 Fellows, 650 undergraduate and postgraduate students and 275 non-academic staff.

The College is internationally recognised as a leading academic institution, boasting among its former students and Fellows, no fewer than eight Nobel laureates, including Patrick Blackett, Frederick Sanger, Sydney Brenner, Philip Noel-Baker and Oliver Hart, as well as influential figures such as Alan Turing, E.M. Forster, John Maynard Keynes and Bernard Williams. Among its most prominent living members are the novelists Zadie Smith and Salman Rushdie, astronomer Martin Rees, sociologist Anthony Giddens, anthropologist Caroline Humphrey, former chair of the Bank of England Mervyn King, philanthropist David Sainsbury, molecular biologist Lesley Anne Glover, entrepreneur and computer scientist Hermann Hauser, composers Judith Weir (Master of the King's Music) and Errollyn Wallen, the first black woman to have a composition performed at The Proms.

The undergraduate and postgraduate community is vibrant and diverse, priding itself on a friendly and inclusive atmosphere combining academic commitment with political engagement and a lively social and artistic scene. King's has long been leading the way in undergraduate recruitment from the state sector. The College works very hard to attract the best applicants, regardless of background, and to encourage academically outstanding students from underrepresented communities to study at Cambridge. In 2018 it launched a transformational Student Access and Support Initiative designed to improve equality of access and opportunity, and to help combat entrenched social and economic disadvantage.



The Role

We are seeking an individual who will work as part of the Food & Beverage team and wider Catering team to provide a high level of service, predominantly in the Bar and Coffee shop, whilst playing an active role in conferencing within the College vacation periods.

Key Responsibilities

- To follow high levels of food hygiene and safety in the Coffee Shop/Bar and ensure to follow all HACCP policies
- To be fully trained in all aspects of the coffee shop/bar service, including barista training, EPOS till training, bar service, licensing law
- To adhere to the College Equal Opportunities policy and to foster a good relationship with students and wider College community
- To be responsible, when on shift, for the security of all monies and safe banking procedures of coffee shop/bar
- To prepare the bar/coffee shop in readiness for opening and ensure all closing procedures are completed
- To have knowledge of the 14 allergens and adhere to the College allergen policy
- To be flexible in your approach to working with the Conference and Events team over the busy summer season and at other times when the bar is closed
- To have a working knowledge of weights and measures and *Challenge 21* initiatives and ensure all Bar service standards are adhered to
- Report to your line manager any discrepancies or issues that could affect the smooth running of the bar/coffee shop
- Reconciliation of the bar/coffee shop tills to ensure that all College revenue and floats are accurate and secure
- To undertake ad-hoc work reasonably requested by the Bar/Coffee Shop Manager or Food Services Manager/Deputy Manager
- Undertake any other reasonable request or duties commensurate with the post
- To fully comply with all the College's policies including equality of opportunity and data protection
- To adopt a responsible attitude towards health and safety to comply with any procedures as required by the College to ensure the health and safety of the College community

The Person

Ideal candidates will demonstrate:

Knowledge & experience

- Previous experience in a busy food and beverage establishment or bar
- Previous experience of cash handling and till reconciliation/cashing up
- Basic Food Hygiene qualification
- NVQ Level 1 Catering & Hospitality (desirable)

Personal skills & abilities

- Ability to work under pressure
- Ability to work as a team and to work between food and drink service areas
- Ability to work with accuracy to maintain the highest standard in delivery of services
- Ability to work with accuracy in the handling of monies and till receipts
- Honest, reliable, and hard working
- Friendly
- Flexible in attitude and approach to work and methods of work
- Clean, tidy, and presentable appearance.
- Effective interpersonal skills
- Ability to work with discretion and a level of confidentiality when dealing with clients/guests



Remuneration and Benefits

Remuneration

The post is offered at a salary of £26,007 per annum. The post holder will join the College's auto-enrolment pension scheme with generous additional contribution options on completion of probationary period.

Hours of Work

The post is full time, an average of 37.5 hours per week to be worked on a rota including evenings and weekends.

Benefits

The College offers full-time members of staff 32 days holiday per year, including Bank Holidays (increase pending). All staff working over a mealtime are eligible to take a free lunch or dinner in the servery.

The College offer enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months' service. This is in addition to the Flexible Working Policy. More details on all of these are available in the Staff Handbook. Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

How to Apply

Please download the application form from <https://www.kings.cam.ac.uk/about/work-at-kings> and send your completed form by email to jobs@kings.cam.ac.uk

The College postal address is: Human Resources, King's College, King's Parade, Cambridge CB2 1ST

Closing Date

Please submit your application as soon as possible, as applications will be reviewed on an ongoing basis.



