



JESUS COLLEGE CAMBRIDGE

Job Description

Job title:	Deputy Butler
Department:	Catering and Conference
Reporting to:	Assistant Catering Manager
Responsible For:	Catering Supervisors, Shift Leaders and Casual staff
Location:	Jesus College, Cambridge
Hours:	37.5 Hours per week
Holidays:	25 days annual leave, plus 8 bank holidays. On occasion it may be necessary to work public holidays, in which case a day in lieu will be given.
Salary:	£29,349

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Job summary

To provide a first-class front of house service to all College members, guests and visitors of the College. This is a hands-on role working directly with the College's Butler and the rest of the catering team to set up, service and clear all function/dining rooms in the College. In the Butler's absence, the Deputy Butler will have the responsibility to lead the delivery of High Table services, Master's Lodge and Formal Halls as well as College's Feast. In addition, he/she will be responsible for the wine cellars, ensuring accurate record-keeping and effective processes are maintained; including managing the deliveries of wine and binning.

GENERAL OBJECTIVES

- Working alongside the College's Butler; run High Table services, Formal Halls and Feasts. Particularly, ensure that all running orders and College dining protocols are being followed. The Deputy Butler will deputise for the Butler in his absence.
- To be responsible for the ordering, receiving and appropriate storing of Fellows and Conference wines; completing record-keeping as required.
- To work alongside the Wine Committee, organising wine tasting as required.
- To work alongside the Manciple to ensure wine lists are kept up to date and recommend wine pairing for dining.
- To ensure all College's silver is used and stored safely.
- To support the wider catering team to ensure the delivery of excellent and efficient services throughout the entire College including Hall, Cafeteria, Conference and West Court.
- To liaise very closely with all the other catering and conference team members making sure all information, function sheets, handover documents are accurate and available at all times.
- Undertake Duty Manager Shift's, ensuring the highest level of customer service is delivered from guest arrival through to departure.
- To support the management with the planning and organising of all staff, ensuring that all services are covered effectively.

- To proactively manage any staffing challenges, equipment breakdown, and customers' request.
- To always maintain hygiene and food safety standards and to follow all food safety and health and safety policies in place. Maintaining all records as determined by the College policies and industry best practices.
- To lead by example and train others who maybe working in the same area.

The successful candidate should be able to:

- Lead by example, be able to work with minimum supervision and be approachable
- Follow service standards and have an excellent attention to details
- Embrace the use of computer-based software
- Be willing to develop him/herself and keep up with industry trends and have an ambition to grow
- Work in an environment where lifting items/boxes/wines is part of the daily tasks

And have:

- Experience of working in a first-class front of house hospitality environment
- Experience of stock management system as well as EPOS and Events booking systems
- A qualification in wines or a strong interest in wines and appetite to learn and develop
- A problem-solving attitude and good communication skills
- The flexibility to work shifts including evenings, weekends and public holidays subject to rotas and a willingness to extend or change hours and days of work from time to time upon request and subject to operational requirements
- A passion to deliver exceptional customer service in a results-based environment

Benefits

- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary
- Membership of a healthcare cash plan
- Free daily staff lunch when in College
- Access to a range of family friendly policies and welfare support services, including maternity coaching
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
- Cycle to work scheme
- Use of the College Gym, Tennis courts and Library

Probation period

- The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice would be three months' notice on either side.

Equal Opportunities and Data Protection

- The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.
- The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply

- Please download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies
- Completed forms along with a copy of your CV and Covering Letter setting out your suitability for this post, must arrive by 12 noon on Monday 8th January 2024. Please send completed forms to the HR Department at jobs@jesus.cam.ac.uk.