



## Catering Assistant (Term Time Only)

| OVERVIEW                          |   |
|-----------------------------------|---|
| <b>Job title:</b>                 | Catering Assistant (Term Time Only)   |
| <b>Responsible to:</b>            | Chef Manager  |
| <b>Responsible for:</b>           | N/A   |
| <b>Working alongside:</b>         | Catering Assistants, Catering Shift Supervisors, Second Chef and Catering Manager   |
| <b>Grade</b>                      | Grade 1, St John's College Graded Pay Scale   |
| <b>Salary:</b>                    | £12.60 per hour   |
| <b>Contract type:</b>             | Continuous<br><br>Part time (20 hours per week)<br><br>Term time only (31 weeks per year)   |
| <b>Working arrangements:</b>      | 5 days a week worked over Monday to Tuesday 2.30pm-8pm Wednesday to Thursday 5-8 Saturday 5-8   |
| <b>Holidays:</b>                  | Holidays are paid in addition to the hourly rate, calculated to equate to the full time equivalent of 27 days per year + statutory holidays + University customary days |
| <b>Pension:</b>                   | St John's College Group Personal Pension Plan.  |
| <b>Start date:</b>                | 29th of September 2025  |
| <b>Closing date:</b>              | 24th August 2025  |
| <b>Interview date (if known):</b> | W/C 1 <sup>st</sup> of September 2025   |

### ABOUT ST JOHN'S COLLEGE

St John's College is one of the smaller 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

The Catering Assistant works as part of the wider Operations Directorate and within the Catering team. The Catering Assistant works as part of a cohesive kitchen team of that ensures an excellent and professional standard of food service is consistently provided to students, staff, visitors and conference guests. The role requires flexibility with daytime, evening and weekend work in line with business demands.



## 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 catering team.
- To set up the servery in preparation for each meal service, working under the instruction of the Supervisor.
- 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 have a knowledge of the menus and food products being served, including suitability for special diets, and to ensure allergen information lists are available for each meal.
- To maintain a safe and secure working environment for self and others in accordance with Health & Safety procedures.
- To maintain personal health and hygiene and present a professional image at all times.
- 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 carry out food preparation, e.g. salads and sandwiches.
- To clean and fill vending machines and resolve simple faults.
- 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 assist the kitchen team in the preparation of food for service
- 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.

### PERSON SPECIFICATION

|    | Criteria  | Essential | Desirable |
|----|---|-----------|-----------|
| 1  | Literacy and numeracy skills including GCSEs in Mathematics and English                     | x         |           |
| 2  | An understanding of what excellent customer service looks like                              | x         |           |
| 3  | A friendly and approachable character   | x         |           |
| 4  | A flexible attitude   | x         |           |
| 5  | Ability to work under instruction and in harmony with colleagues                            | x         |           |
| 6  | Displays a smart and professional appearance, representing the College in a positive manner | x         |           |
| 7  | Honest and reliable   | x         |           |
| 8  | Willingness to work as part of a team in order to ensure that service is never compromised  | x         |           |
| 9  | Excellent communication skills  | x         |           |
| 10 | A great eye for detail  | x         |           |
| 11 | Experience of working in a catering or customer service environment                         |           | 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, indicating fulfilment of essential and desired criteria
- Current CV
- The names, email details and telephone numbers of 2 referees

For an informal telephone conversation about the role feel free to call 0191 334 3852

Applications should be submitted by email to [john.dorward@durham.ac.uk](mailto:john.dorward@durham.ac.uk)

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The deadline for applications is 24th August 2025

Interviews are expected to be held on W/C 1ST of September 2025