

# PEMBROKE COLLEGE

CATERING DEPARTMENT

## CAFE & BAR MANAGER



APRIL 2024

CAMBRIDGE

## THE DEPARTMENT

From a business meeting, to a celebratory dinner or wedding reception, Pembroke College's Catering Team are experienced and well-trained in providing excellent food, facilities and service. When combined with our quintessentially English gardens and historic buildings, Pembroke College offers a rare and unique venue for hosting your important events. We cater for weddings exclusively for alumni and College members, reserving Saturdays throughout the long vacation for these unique events.

## THE ROLE

To ensure the smooth running and organisation within the Café/Bar. to maintain the security, storage, cleanliness and service of the Café/Bar.

To ensure that the Café/Bar is made a welcoming place for senior and junior members of the College, Conferences and other users.

## SALARY & HOURS

**£28, 387** per annum

Gratuities are shared between all Catering staff and distributed on an occasional basis.

These are only payable after the satisfactory completion of the probationary period.

37.5 hours per week on a shift system covering seven days, including evenings and weekends.

# JOB DESCRIPTION

## Responsible to:

- Catering and Events Manager

## Responsible for:

- Running the Pembroke Café/Bar

## Location:

- Pembroke College, Mill Lane site.

## Hours of Work:

- 37.5 on a shift rota system

## Qualifications:

- Health & Hygiene Certificate.
- Level 2 food safety
- Allergy awareness

## Skills:

- Organisational and planning skills.
- Ability to analyse and evaluate situations and take appropriate action.
- Hardworking, reliable, polite and friendly.

## Work Experience:

- Experience of working in a Bar/Café would be an advantage

## Main Duties and Responsibilities:

- Purchasing and stock control of Beers, Spirits and Confectionery sold within the Café/Bar.
- To assist in the receiving and storage of all incoming products.
- Training and developing the café/bar team
- Checking of all monies/till rolls and handing in to Finance Office, any differences in monies/till rolls must be explained.
- Correct entries of food sheets on daily basis are taken to the office each day following sales.
- Liaising with Catering and Events Manager over foods required and also to discuss items of food that may sell well.
- Advertising of new lines, beverages and food and Events.
- Stocktaking
  1. At the end of each month.
  2. Before special events or items sold at reduced price.
  3. Wastage (either damaged or out of date).
  4. Private Bar (i.e. Weddings etc.).



# JOB DESCRIPTION

- To ensure the whole of the bar area, shelving, fridge, food cabinets and floors are kept in a clean and hygienic condition.
- To make sure the café/bar areas are secure and at all times and key handed in to Porters Lodge.
- To report any damage caused and if possibly by whom to the Catering and Events Manager.
- Ensure the Café/Bar is secure at all times.
- To undertake any reasonable request by the Catering and Events Manager within the scope of Café/Bar and catering service.



# PERSON SPECIFICATION

## Essential:

### Qualifications/academic achievements/education

- Educated to High School level or equivalent

### Skills/knowledge/training

- Leadership skills
- Good knowledge of catering especially food service provision in a busy environment
- Good organisational skills
- Good communication and interpersonal skills
- Customer service skills
- IT skills
- Commercial acumen
- Good general knowledge of College life
- Ability to analyse and evaluate situations and take appropriate action

### Experience

- Experience of working in a cafe and bar
- Experience in a public/customer related environment

### Personal attributes

- Friendly, co-operative and helpful/approachable
- Responsible and trustworthy
- Ability to lead from the front
- Ability to work as part of a team
- Flexible approach and accepting of change
- Ability to communicate effectively to colleagues and other Senior Management personnel

### Special Conditions

- Able to work weekend shift patterns

### Confidentiality

- Can demonstrate ability to work confidentiality
- Willing to sign a confidentiality agreement for the role

## Desirable:

### Qualifications/academic achievements/education

- NVQ Hospitality and Catering

### Skills/knowledge/training

- Knowledge of Uniware
- Knowledge of MS word and excel

### Experience

- Experience in a College environment

### Confidentiality

- Experience of working in a confidential environment

# ORGANISATION CHART

**CATERING & EVENTS MANAGER**



**FRONT OF HOUSE MANAGER**



**BAR & CAFE MANAGER**



## ADDITIONAL INFORMATION

### **Health and Safety:**

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

### **Safer Recruitment:**

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check where this is appropriate.

### **Equal Opportunities:**

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.



## HOW TO APPLY

If you would like to have an informal conversation about the post,  
please call  
James Anderson on  
(01223) 764568

Please complete an [Application Form](#) and  
[Rehabilitation of Offenders Form](#) (compulsory), and an [Equal  
Opportunities Form](#).

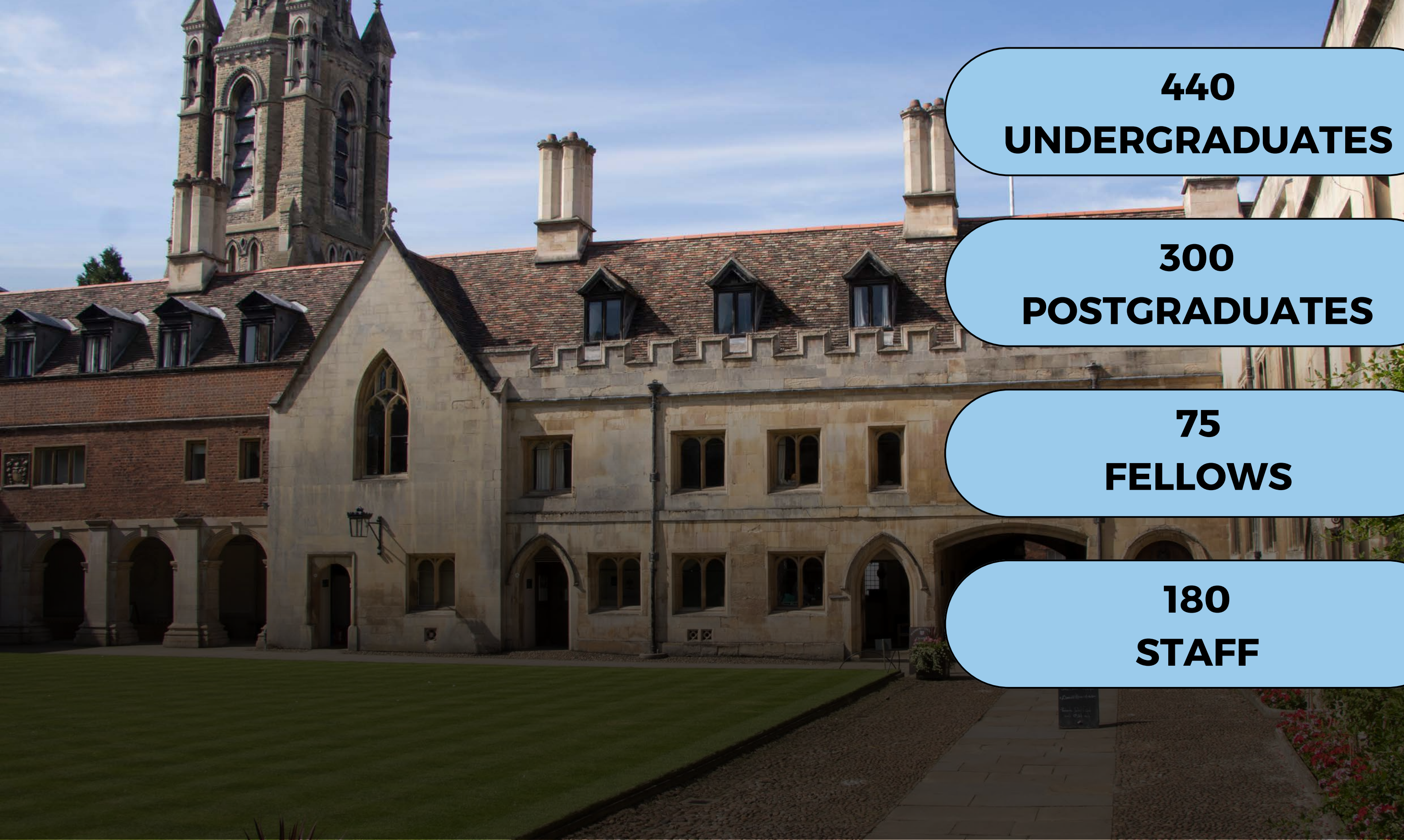
Completed application forms together with a covering letter can  
be emailed to: [hr@pem.cam.ac.uk](mailto:hr@pem.cam.ac.uk) or alternatively posted to The  
HR Office, Pembroke College, Trumpington Street, CB2 1RF.  
Please do not include separate CVs.

We look forward to hearing from you.

[Privacy Statement](#)







**440**  
**UNDERGRADUATES**

**300**  
**POSTGRADUATES**

**75**  
**FELLOWS**

**180**  
**STAFF**

## **INTRODUCING PEMBROKE COLLEGE**

Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background, and giving them the benefit of contact with a large and distinguished Fellowship. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.

## STAFF BENEFITS

Annual staff outing

Christmas gift for staff

Cycle to work and 'Buy a bike' schemes - subject to T&Cs

Death in service benefit

Discounts on Dell products

Employee Assistance Programme

Electric Vehicle Scheme - subject to T&Cs

Free meal whilst on duty (see Swipe Card Guide)

Free passes to the Botanical Gardens

Local discounts with University Card

Medicash

NOW pension scheme

On site gym

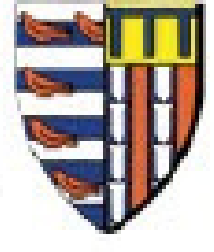
Subsidised health care

and more.....

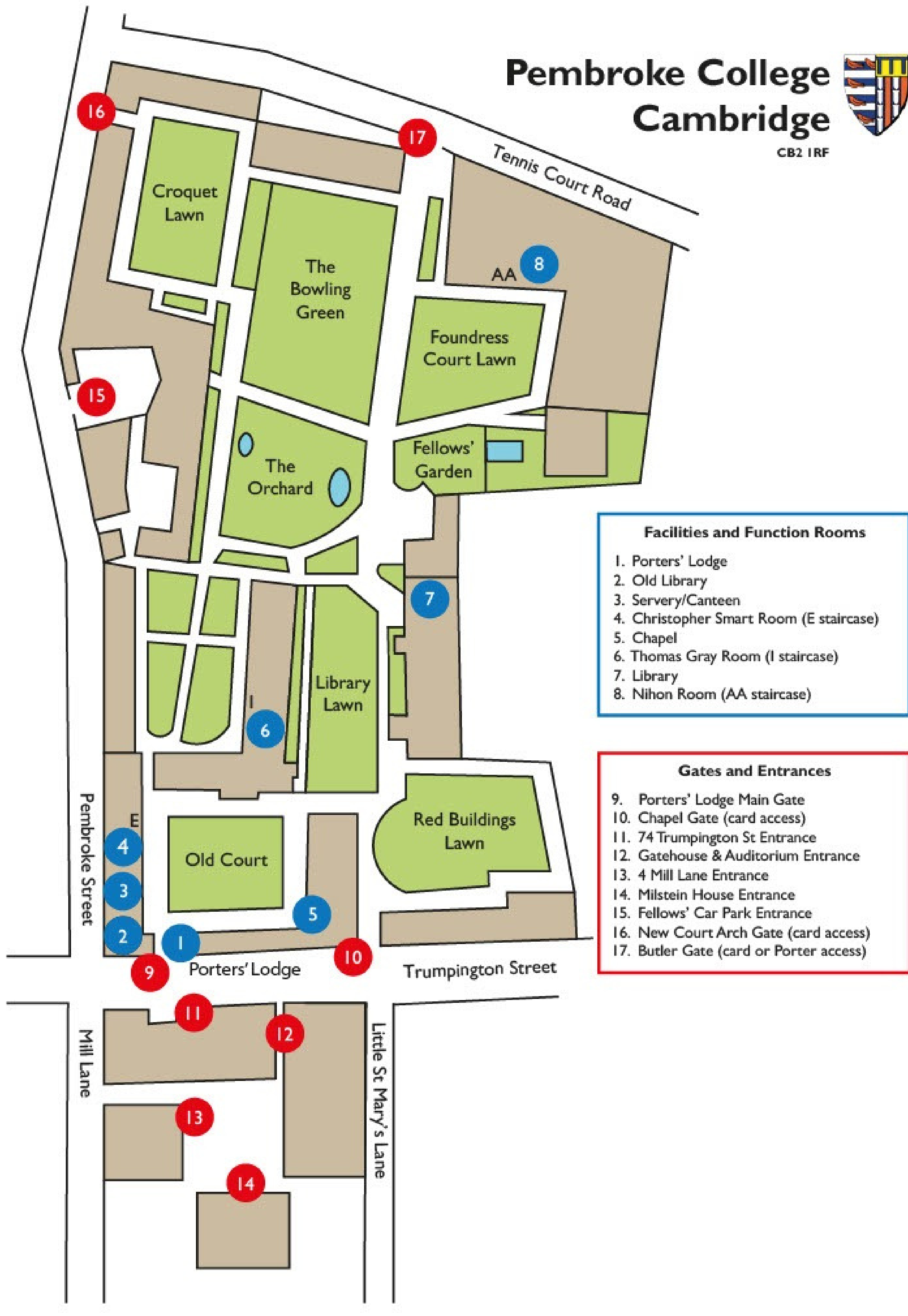
*SOME BENEFITS ARE NON-CONTRACTUAL AND MAY BE WITHDRAWN.*

*SOME BENEFITS MAY BE SUBJECT TO A QUALIFYING PERIOD AND/OR SUBJECT TO TERMS.*

## Pembroke College Cambridge



CB2 1RF



### Facilities and Function Rooms

1. Porters' Lodge
2. Old Library
3. Servery/Canteen
4. Christopher Smart Room (E staircase)
5. Chapel
6. Thomas Gray Room (I staircase)
7. Library
8. Nihon Room (AA staircase)

### Gates and Entrances

9. Porters' Lodge Main Gate
10. Chapel Gate (card access)
11. 74 Trumpington St Entrance
12. Gatehouse & Auditorium Entrance
13. 4 Mill Lane Entrance
14. Milstein House Entrance
15. Fellows' Car Park Entrance
16. New Court Arch Gate (card access)
17. Butler Gate (card or Porter access)