

## JOB DESCRIPTION

### Social Hub Operator

#### College Background

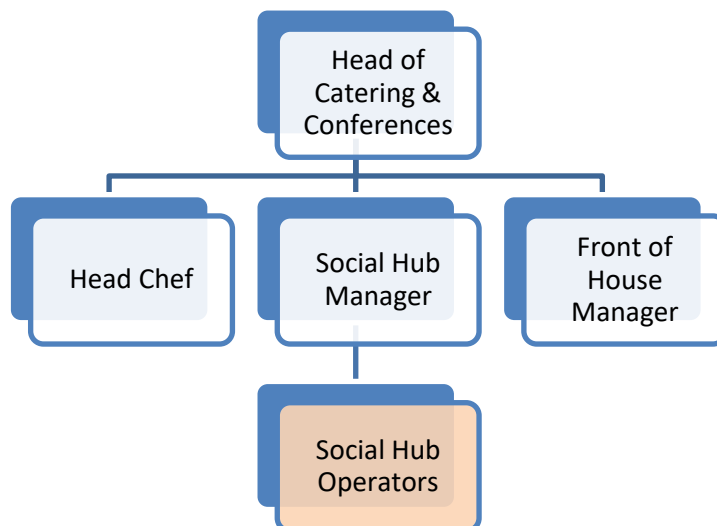
Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

#### Department Background and Structure

**Team / Department:** Catering Department

**Reporting to:** Head of Catering & Conferences, via Social Hub Manager



#### Purpose of Job

To work with the Social Hub Manager in the efficient and smooth running of the Social Hub, to include provision of food service and hot and cold drinks and full bar service.

## **Role Duties and Responsibilities**

### **Staff**

- Ensure that service is in line with or exceeds agreed standards for your department.
- Working closely with the Social Hub Manager, ensure catering regulations codes are maintained.
- Assist in maintaining discipline, excellent presentation, and a high standard of behaviour.

### **Services**

- To assist in the preparation and service of fresh food, hot and cold drinks and evening bar service.
- Operating the tills.
- Maintain the presentation of servery areas at all times.
- Wash and dry utensils/glasses etc and ensure their proper storage.
- Food to be correctly stored and displayed.
- In line with instructions from the Manager(s), ensure allergens are displayed, and special diets are accommodated for appropriately.

### **Stock**

- Assist the Social Hub Manager with stock rotation and ordering.
- Ensuring the Social Hub is fully stocked, and stock rotated.
- Work with the Manager(s) to maintain dry food stock levels.

### **Health & Safety**

- Assist in ensuring a high level of health & safety, cleanliness and food hygiene and ensure that safe working practices are followed.
- Cleaning schedules to be followed with accurate records being kept.
- Assist in the deep cleaning of the Catering department at the end of each term.
- Participate in training designed to minimize occupational risks. This may include manual handling training and other training.
- Report any issues to the Manager / shift leader.

### **General**

- Any other duties at the manager's discretion.
- To work in accordance with the Catering department's rota of duties.
- Become familiar with, and work in accordance with, all College's policies and procedures, and working practices in the department.
- To participate in relevant training and development as required for the role.
- A degree of flexibility is required to cater to the needs of the business.
- During busy periods (e.g., College Functions and conferences), you may be asked to alter your shifts or to assist at other College sites. As much notice as possible will be provided to you on such occasions.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.

***This job description may be subject to change following consultation between the Line Manager and Postholder***

## PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

<b>Knowledge and Experience</b>	<b>Essential</b>
Previous experience of a catering or conference function.	
Knowledge <b>or</b> ability to learn and apply Food Hygiene guidelines and good understanding of allergens	✓
<b>Qualifications</b>	<b>Essential</b>
Bar Personal License <b>or</b> willingness to obtain in post.	✓
<b>Skills and abilities</b>	<b>Essential</b>
Ability to work with the team to develop and promote the Social Hub.	✓
Good interpersonal skills	✓
Ability to work with minimum supervision	✓
Ability to cope with a varied and demanding workload	✓
Motivated and enthusiastic	✓
Maintain a professional approach	✓
Attention to detail	✓
<b>Other Qualities</b>	<b>Essential</b>
Reliable and trustworthy	✓
Customer/standards focused	✓
Willingness to work in accordance with a rota and to offer flexibility in hours of work or location on occasions.	✓

**As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.**

**Employment:**

<b>Salary</b>	£22,149 - £22,662 per annum + benefits (Girton Single Spine Points 25 to 26)
<b>Working arrangements</b>	Full time, 75 hours per fortnight.
<b>Contract term</b>	Permanent, subject to a six-month probationary period.
<b>Annual leave</b>	26 days paid holiday plus 8 public holidays.
<b>Other</b>	<p>We also offer:</p> <ul style="list-style-type: none"> <li>Workplace Pension</li> <li>Cycle to Work Scheme</li> <li>Access to Healthcare</li> <li>Gym &amp; swimming pool</li> <li>Free Staff Lunch and refreshments</li> <li>Staff discount to hold private events in College</li> <li>Local Discounts via the University</li> <li>Access to a Holiday Playscheme</li> </ul> <p><b><i>Some of the above are non-contractual</i></b></p>