Westminster College, Cambridge: Application Procedure

Position – Conference and Catering Assistant (25- 36.5 hours per week)

Thank you for your interest in working for Westminster College. We are enclosing a Job Description for the position you are interested in together with an Application Form and an Equal Opportunities Monitoring Form.

How to apply:
Please read through all the information carefully before beginning your application.

Please complete the enclosed application form. You should fill in the form step by step, noting the following points:

- Make sure the information given is accurate by checking for errors after you have filled in the form.

- The supporting statement is your opportunity to tell us about yourself. In answering this section, it is important to provide evidence of your knowledge and skills as they relate to the post. Merely stating that you are good or competent at something is of less value than if you are able to support your statements with work based examples. Please do not assume that we have prior knowledge of your capabilities.

- If you need to use additional sheets for the supporting statement (and elsewhere on the application form) then please do so clearly stating which part of the application form the sheet relates to.

Please reply promptly. There is no closing date but we wish to fill positions as soon as possible and applications will be reviewed when received. We are happy to receive the application as a hard copy but prefer email. Applications by post should be marked ‘Confidential’ on the envelope.

Please direct any queries or return completed applications to:

Mrs Hannah Anderson
Domestic Manager
Westminster College, Madingley Road
Cambridge CB3 0AA

Email: hlp39@cam.ac.uk    DDI: 01223 33 06 36

For a confidential discussion on any aspect of the job or your application please telephone Mrs Brown directly, as above. We should be grateful if you would also complete and return the enclosed Equal Opportunities Monitoring form. Completion is entirely voluntary.
Westminster College, Cambridge: Job Description

**Position:** Conference and Catering Assistant  
25-36.5 hours per week  
University grade 1 - £15,052 - £17,399 (pro-rata)

Reporting to the Domestic Manager but supervised on a daily basis by the Assistant Domestic Manager and Head/Duty Chef. As part of the College’s Catering team you will be responsible for providing a food and beverage service to students, staff and college guests. The role will vary from serving staff and students breakfast, lunch and dinner to serving formal dinners and special events. The Catering and Conference Assistant will need to have good food and beverage serving experience, presentation skills and be willing to train in fine dining service. The Catering and Conference Assistant will need to be willing to undertake basic food hygiene and first aid training. At times the catering assistant may be solely responsible of the smooth running of beverage breaks and meals times, and will therefore need to be confident and have the relevant language skills to liaise with conference organisers and delegates.

You will respect the particular sensitivities relative to the College’s role within the United Reformed Church. It is expected that you will have a flexible approach to working hours.

**General responsibilities**

You will:
- Organise your time and work without continuous supervision.
- Have pride in your work, work to a high standard and provide a high level of service.
- Respect the privacy of residents.
- Work in a safe and conscientious manner, observing health and safety requirements, including those relating to COSHH, manual handling, working at height and fire regulations.
- Take initiative and think ahead.

**Particular responsibilities**

You will:
- Observe; follow all legislative health and hygiene practices and policy.
- Familiarise yourself with the College’s EPOS system and provide a friendly point of sale service to the college’s staff students and visitors:
- Ensure cleaning schedules are completed appropriately:
- Clear, wash and store crockery, cutlery, glasses and equipment required during and by the end of each shift.
- Ensure conference rooms are set for guests arrival.
- Be able to follow an event schedule and provide the expected level of service.
- Ensure the appropriate storage of stock items and maintain stock levels in the Servery and Dining Hall.
- Assist and deliver in the development of catering services:
- Meet, greet and assist our students, staff and visitors in the Dining Hall and conference spaces.
- Maintain the cleanliness of the Servery and Servery equipment.
- Ensure all guests with specific dietary requirements are dealt with carefully to ensure they are given the correct information.
• Any other task as directed by the duty chef or Domestic Manager, which are consistent with the aims of the post

• It is important that in a small college like Westminster that we work in a supportive manner and therefore in times of emergency or low business you may be requested to help in another department

Other Matters

• You will have a flexible approach to working hours and be prepared to offer reasonable out of hours support for the Colleges conferences and events.

• You will at all times comply with regulations, policies and procedures of the College or imposed by the Domestic Manager/Assistant domestic Manager.

• You will at all times act in the best interests of the College.

Expected Standards

• Communication - Communicate effectively with colleagues and internal and external customers

• Equality and Diversity – Act in ways that support a culture which promotes equality and values diversity.

• Health, Safety and Security – Act in ways that protect own and others’ health, safety and security.

• Customer service – Deliver excellent customer service

• Personal and People Development – Take responsibility for own personal development and develop skills and knowledge to enable effective work performance.

Further details available in Expected standards document

April 2018
Westminster College, Cambridge: Job Application Form

Job Applied for:

**Conference and Catering Assistant**

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<th>Surname:</th>
<th>Contact Telephone Numbers:</th>
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<td>Please indicate convenient times for us to contact you. Discretion will be used when contacting you at work.</td>
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<th>First Name(s):</th>
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| Address: |

| Email: |

Do you need a work permit to take up employment in the UK?

Do you require any special arrangements for interview and/or to help you take up this role?

**Rehabilitation of Offenders Act 1974**

Do you have any convictions which are not ‘spent’ within the meaning of the Act? If so please give full details.

**Education**

Please list all schools and colleges you have attended and qualifications achieved

*e.g. - GCSEs, A Levels, vocational qualifications, degrees etc. List the most recent first.*

<table>
<thead>
<tr>
<th>From – To Month/Year</th>
<th>School/College</th>
<th>Examinations Taken</th>
<th>Results awarded</th>
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</table>
## Employment and Work Experience
Please describe briefly any work (whether paid or unpaid) which you have undertaken. List the most recent first. If you need to continue on a blank sheet, please do so.

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<th>From – To</th>
<th>Employer</th>
<th>Job Title/Responsibilities</th>
<th>Achievements</th>
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## Professional Qualifications and Other Training
Please give details of any professional qualifications you may have achieved and courses you have undertaken which you feel are relevant to the advertised role.

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<th>Job Title/Responsibilities</th>
<th>Achievements</th>
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Specific Skills
Please give details of any specific skills, such as experience with computer packages and any other information not covered elsewhere, which is relevant to your application.

Personal Interests
Please give details of any personal interests and activities.

Supporting Statement
Explain why you have applied for this job, outlining relevant qualifications and experience as they related to the job description. Emphasise why you consider yourself to be a strong candidate and what you feel you can bring to the role. Please use a further sheet of paper if necessary.
# References

Please give details of two individuals, not related to you, who will provide employment references. One of these must be your present or most recent employer. The other should be a person who is able to comment on your ability to perform the role for which you are applying.

Please note that references will not be approached prior to interview and your permission will be sought before any contact is made.

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# Availability

Please give the date from which you are available for employment.

# Declaration

1. I acknowledge that an appointment, if offered, will be subject to satisfactory references which are acceptable to Westminster College, Cambridge.

2. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.

Signed: ____________________________  Date: ____________

Name (please print) ____________________________

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**Please follow the accompanying instructions on where to return your completed form to.**

Westminster College, Madingley Road, Cambridge CB3 0AA  
Main Office: 01223 33 06 33  
Email: admin@westminster.cam.ac.uk  
www.westminster.cam.ac.uk
Westminster College, Cambridge: Equal Opportunities Monitoring Form

In the interests of monitoring our recruitment procedures we would be grateful if you could answer the questions below. We will separate this from your application and it will not take any part in the selection process. Please note that completion of this form is entirely voluntary.

Thank you for your help.

__________________________

Please tick as appropriate:

☐ Male
☐ Female

What is your Nationality? ...........................................................

How would you describe your ethnic origin?

☐ White  ☐ Black-African  ☐ Black - Caribbean
☐ Black – Other  ☐ Indian  ☐ Bangladeshi
☐ Pakistani  ☐ Chinese
☐ Other (please specify): .............................................................

Do you consider yourself to be disabled?

☐ Yes  ☐ No

If yes, what is the nature of your disability?

If selected for interview will you require any specific assistance or aids?