JUNIOR BUTLER (INTERNAL ONLY)

Permanent position | Full-Time
37.5 hours per week including evenings and weekends

Competitive Salary

You are ready for your next challenge and want more responsibilities. You enjoy delivering high level of hospitality services and working as a team. You will be organised, have the eye for detail and have supervisory experience in delivering food services to a community as well as external clients.

You will be a team player and able to build and maintain excellent relationships with Fellows, students and colleagues alike.

Duties

- Assist and provide support to the Butler and the Manciple team.
- Provide a high-quality service of food, wine and refreshments including service preparation, waiting on table, and afterwards to the College Fellows and their guests.
- Ensure all dietary requirements of Fellows and their guests are recorded and met.
- Oversee the provision of all catering provided to the SCR alongside the Butler, ensuring that there is adequate staffing at mealtimes.

Previous supervisory experience essential.

Further details about this position can be found here

How to apply
Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ, including the following:

- Please submit your Motivation Letter to the Manciple
- Explain in a covering letter or email your interest in the position and how your skills and experience fit the person specification
- Closing date for applications is 12noon on Friday 17 November 2023
- Interviews to be arranged with candidates directly

Employees’ benefits

- 25 days plus bank holidays annual entitlement (pro-rata for Part-time position)
- Extra day’s holiday every two years, up to a maximum of 30 days holiday in total
- Defined contribution pension scheme
− Meal on duty if available (daily allowance)
− Uniform
− Training and development opportunities
− Medicash health plan (after 3 months of employment)
− Annual bonus scheme (varies and subject to end of year financial results)
− Recruitment incentive (1.5% of the starting salary of your referral)
− Social activities (e.g., end of year celebrations, garden parties, away days, etc.)
− Long Service Awards (gifts from 10 to 40 years of service)

**Equal opportunities**
Trinity Hall actively supports **Equality, Diversity and Inclusion in the workplace** and encourages applications from all sections of society. Please help us with this by completing this voluntary monitoring [form](#). You can return it with your application, or we can post you a [form on request](#). Please return it to HR.

**Enquiries direct to the Manciple or via email** [ld517@trinhall.cam.ac.uk](mailto:ld517@trinhall.cam.ac.uk)