# Buttery Governance and Operation

## Standing Orders

* + 1. Role of the Buttery Committee:
       1. To work as a team to manage the Shop and Toastie Bar on the basis set out above;
       2. To deal with and account for all stock;
       3. To be ultimately responsible for stocking and removal of waste from the Shop and Toastie Bar;
       4. To determine pricing policy;
       5. To determine appropriate opening hours;
       6. To ensure that food safety and health and safety standards are maintained;
       7. To ensure that the Buttery is in a clean condition for use by college in vacations;
       8. To conduct a stock-take on a regular basis, at least at the beginning, middle and end of each term;
       9. It is expected that the committee are also regular Buttery workers in addition to their committee duties, with the exception of the JCR Treasurer;
       10. To ensure that the Buttery adheres to its financial and legal responsibilities under regulations and guidelines as laid out by both the University and Trevelyan College JCR;
       11. To follow, and take note of mid-term and long-term strategies in order to ensure the continuing success of the Buttery;
       12. To train their successors adequately, including the provision of detailed handover notes.
    2. Buttery Committee Meetings
       1. The Buttery Chair shall act as Chair;
       2. Meetings shall be ideally held in the first, middle and penultimate week of the term, or at more regular intervals if deemed necessary by the Buttery Chair;
       3. At the end of each committee meeting, the date of the following meeting shall be decided;
       4. The Buttery Chair shall organise an agenda for the meeting and approach the Committee members for points for both their report and business points before the meeting. The agenda shall be distributed 48 hours before the meeting;
       5. Each member of the committee should give a report on what they have been doing since the last meeting;
       6. At least half the Committee members must be present to make the meeting quorate;
       7. The JCR Treasurer can be requested to attend any meeting concerning matters appropriate to them, and will be informed of this in advance by the Buttery Chair. They are also eligible to attend any meeting they wish;
       8. The Buttery Chair may request any member of college to attend a Committee meeting where their input is required. The Buttery Treasurer can also request the presence of the JCR Treasurer;
       9. In the event of any issue being without the agreement of 2⁄3 of the Committee, the Buttery Chair must decide from the information the course of action to be taken;
       10. The minutes shall be written by the Media Officer and distributed to each member of the Committee, including advisory members, within three days of the meeting, as well as archived in the Buttery handover files, along with a copy submitted to the JCR Chair for archiving purposes.

## Job Descriptions

* + 1. The Buttery Chair
       1. The Buttery Chair is advised to live in college but this is not a requirement for election. They shall sit on the Executive Committee as an ex-officio member, and shall:
       2. Take ultimate responsibility for all Buttery matters;
       3. Be responsible to the JCR President in the first instance;
       4. If necessary, liaise with the representatives of firms on matters concerning the Buttery;
       5. Be Food Hygiene Level 3 trained to conform with University Health and Safety Regulations. This should be completed as soon after Handover as possible;
       6. Be the first point of contact when a problem arises in the Buttery and to act on this appropriately;
       7. Ensure that all boxes and rubbish are removed from the Buttery area, with the help of other members of the committee and workers;
       8. Ensure that all members of the Committee are performing their duties correctly;
       9. Aid the committee with any problems that may arise in their roles;
       10. Ensure proper security of the premises;
       11. Ensure that the Buttery is kept in a hygienic condition;
       12. Liaise with the Toastie Bar Manager and Stock Manager to ensure the Buttery complies with all Health and Safety regulations;
       13. Organise and chair a staff meeting when appropriate for any major changes to the running of the Buttery;
       14. Sit on the interview panel for new workers;
       15. Share cashing up duties at the discretion of the Buttery Treasurer;
       16. Liaise with college officers and workers when necessary;
       17. Assist in the training of new workers;
       18. Organise the end of term cleaning of the Buttery. At the end of Epiphany term, this will remain the responsibility of the outgoing Buttery Chair, and members from both incoming and outgoing committees will be expected to help clean;
       19. Advertise committee positions;
       20. Be responsible for organising and running a suitable system for ensuring the Shop and Toastie Bar are staffed during opening hours by publishing rotas and filling them;
       21. Handle staff queries and working environment problems;
       22. Ensure all wages are paid, in accordance with University Payroll procedure;
       23. Maintain the Code of Conduct and Disciplinary Procedure , and Handbook detailing how to work the Shop and Toastie Bar;
       24. Organise the recruitment of staff by producing application forms and writing interview questions and arranging and conducting interviews with the JCR Treasurer and other members of the Buttery Committee.
       25. Ensure all members of staff are adequately trained to a suitable standard and keep record of all training;
       26. Ensure that Buttery keys are not signed out outside of shop opening hours;
       27. Check all new employees’ documents in line with UKBA regulations, and to carry out repeat checks on international students’ documents at the beginning of each academic year. They must also maintain a dated record of all such checks and keep copies of all documents they have checked.
    2. Stock Manager
       1. Is responsible to the Buttery Chair in the first instance;
       2. To ensure that proper stock controls and levels are maintained;
       3. To liaise with suppliers for the shop;
       4. To perform a rough stock count before each Finance Committee meeting, with the additional help of other members of the committee, as required;
       5. To consult the Buttery Chair and Buttery Treasurer before introducing new products;
       6. To update and maintain the price list;
       7. To ensure all entries in the till are programmed correctly, in conjunction with the Buttery Treasurer and Buttery Chair;
       8. To ensure milk is collected and refrigerated whenever delivered;
       9. Work with the Buttery Chair and Media Officer to organise and promote sales as appropriate;
       10. Responsible for ordering and taking delivery of stock;
       11. Co-ordinate beginning and end of term stock take;
       12. Should assist the Buttery Chair in the training of new workers if requested.
    3. Toastie Bar Manager
       1. Is responsible to the Buttery Chair in the first instance;
       2. The Toastie Bar Manager must be Food Hygiene Level 3 trained to conform with University Health and Safety Regulations. This should be completed as soon after Handover as possible;
       3. To ensure the efficient day-to-day running of the Toastie Bar and liaise with the appropriate suppliers;
       4. To ensure the adequate refrigeration of all produce and keep a daily record of fridge and freezer temperatures. The fridge must be 0-5°C. The freezer must be at -18° or below;
       5. To ensure that all stocks are maintained at an operable level;
       6. To undertake regular cleaning of Toastie Bar to maintain health and safety standards;
       7. To ensure the Toastie Bar is left in an adequate state over the holidays by checking that:
          1. All electrical equipment is disconnected;
          2. All surfaces are in a hygienic state.
       8. To ensure all hygiene and Health and Safety regulations are displayed;
       9. To ensure that all Toastie Bar staff perform their duties;
       10. To check the comments book in the Buttery regularly and take action appropriately;
       11. To aid the Buttery Chair in the training of new workers on the Toastie Bar;
       12. To actively promote toastie sales through Toastie of the Week and other such promotions;
       13. To be responsible for all purchases relating to stock in the Toastie Bar ensuring relevant expenses forms are completed for reimbursement, where required;
       14. To consult the Buttery Chair and Buttery Treasurer before introducing new ingredients;
       15. To assist the Buttery Chair in making sure that the end of term cleaning is done thoroughly, and to the required standard.
    4. Buttery Treasurer
       1. Is responsible to the JCR Treasurer in the first instance;
       2. Together with the Buttery Chair, ensure that the Buttery remains financially-viable;
       3. To bank takings as necessary;
       4. To check the takings against the till roll of the Shop and Toastie Bar daily, and to keep records of sales, discrepancies and other transactions;
       5. To keep all accounts and present them at JCR Finance Committee meetings;
       6. To provide the Buttery till with the appropriate amounts of change for their smooth operation;
       7. To ensure that all financial controls mentioned in Section 15.3 are maintained at all times;
       8. To provide the Committee with financial bulletins about the financial performance of the Buttery;
       9. To ensure all relevant expenses are paid, providing they are deemed justified;
       10. To monitor the financial performance of the Buttery and ensure a satisfactory financial performance is maintained;
       11. To pay all bills due to suppliers and to liaise with suppliers and JCR Treasurer when difficulty in the payment of bills arise;
       12. To assist the Buttery Chair in the training of new workers if requested;
       13. Be responsible for maintaining a list of current Buttery Assets;
       14. To ensure the Buttery Profits are split in accordance with the JCR reserves policy;
       15. To ensure relevant Food Hygiene Qualifications are both budgeted for and funded;
       16. Be responsible for providing up to date figures to the JCR treasurer to allow for budgeting to be made.
    5. Media Officer
       1. Is responsible to the Buttery Chair in the first instance;
       2. To be responsible for the JCR DVD and Board Game collection within the Buttery;
       3. To ensure the JCR DVD and Board Game collection are appropriately stored, maintained and presented;
       4. To ensure that the DVD and Board game collection is not abused by ensuring any missing or unreturned items are recovered, and checking the quality of these on a regular basis;
       5. To be responsible for replenishing the DVD and Board Game collection with money used through the donation system for use of this service;
       6. To ensure that the Buttery Website is kept up to date with all the relevant information, and documents such as the Constitution, Handbook and Code of Conduct are available;
       7. To maintain the Buttery signage, ensuring they are filled with appropriate advertisement;
       8. To assist the Stock Manager and Buttery Chair in the promotion of sales;
       9. To keep charge of the Buttery’s social media accounts in order to update and post relevant information and advertisements and ensure that these are suitably controlled;
       10. To aid the Buttery Chair when requested on creating advertising for new positions within the Buttery;
       11. To take minutes at all committee meetings, if present;
       12. To assist the Chair in the training of new staff if requested;
       13. Sit on Publicity Committee.
    6. JCR Treasurer
       1. To act in an advisory capacity;
       2. To monitor the financial performance of the Buttery and to advise the Buttery Treasurer;
       3. To attend Buttery Committee meetings when requested by the Buttery Chair, Buttery Treasurer, or when felt appropriate.
       4. To assist in the hiring of new staff members and the next Buttery Committee on request of the Buttery Chair or where deemed appropriate.
  1. Information for financial policy/reserves
     1. The Buttery needs to run under strict financial control and this is the responsibility of the Buttery Treasurer, JCR Treasurer and Buttery Chair. The Buttery Committee shall be run under the following financial principles:
        1. The shop (excluding Toastie Bar) aims to have a gross profit of 45%;
        2. A Net profit of 10% should be aimed for the whole Buttery;
        3. At the beginning of each year, any monies the Buttery holds above £3,500 should be allocated as Buttery Savings;
        4. Buttery Savings shall first comprise an emergency reserve capped at £2,000, then a maintenance fund capped at £1,500 to replace or repair assets where needed;
        5. Where the Buttery Savings allocations have reached their capacity, any additional funds shall be put into Special Projects;
        6. No one shall remove any money from the till without the express permission of the Buttery Treasurer;
        7. No form of credit shall be extended to anyone;
        8. No wages shall be paid in advance;
        9. The Buttery Treasurer must ensure, along with the Buttery Chair, that all expenditure is deemed appropriate. If there is uncertainty on any matter of expenditure the JCR Treasurer should be consulted.