



Job Description and Further Particulars Casual Café Assistant

1. The College

St Edmund Hall (fondly known as Teddy Hall) is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13th Century, making it one of the oldest education institutions now within the University of Oxford.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects. The Hall offers a matchless chance to live in the heart of Oxford, be taught by tutors of recognised distinction in their fields and to enjoy being part of an energetic and varied community. At present, the College is comprised of approximately 70 Fellows, 376 undergraduate and 315 graduate students in addition to administrative and domestic staff. Our undergraduates come from all backgrounds and include students from the UK and the world. The graduate population is an equally diverse body of students studying a wide range of subjects at Masters and Postdoctoral level.

Further information about the College can be found by visiting www.seh.ox.ac.uk.

2. The Café and Role

Our newly opened café, located within the picturesque grounds of the College's churchyard, officially opened in April this year. Formerly the gardeners' potting shed, the building has been thoughtfully transformed into a bright, welcoming and contemporary space offering barista-style coffee, freshly prepared baked goods, and light refreshments for students, staff, visitors and members of the wider College community.

There is a strong focus on customer service, product quality and community engagement and staffing levels flex seasonally to meet demand.

The casual Café Assistant role includes preparing and serving drinks, pastries and food, delivering excellent customer service, managing the till operation, maintaining cleanliness and food safety standards and undertaking basic opening and closing procedures. The post holder will work independently for much of the time and will therefore need to demonstrate reliability, trust, efficiency and possess a welcoming and approachable manner.

The casual Café Assistant will work under the general direction of the Café Manager. The Director of Catering has overall responsibility for the café.

3. Main Duties and Responsibilities:

The Casual Café Assistant role will include, but is not limited to, the following tasks and responsibilities:

1. Prepare and serve barista-quality hot and cold beverages and café food items in line with agreed menus and standards.
2. Maintain a clean, safe, and welcoming environment at all times, including seating areas internally and externally.
3. Open and close the café in line with college procedures.
4. Maintain accurate records for stock, cleaning and compliance purposes.
5. Ensure full compliance with food safety legislation, allergen regulations, and health and safety requirements.
6. Attend and support training in Food Hygiene, COSHH and health and safety.
7. Complete and submit cleaning schedules and temperature charts for the Café.
8. Ensure compliance with the College's health and safety policy and food hygiene regulations.
9. Operate the checkout (cashless system).
10. Report any breakages or maintenance issues promptly and follow up to ensure appropriate action is taken.
11. Undertake any other duties as may reasonably be required by the Café Manager or Director of Catering.
12. Be prepared to work in any other areas of the Bar or Catering Department as required, and within the scope and responsibilities of your role.

The post-holder will be expected to demonstrate flexibility and undertake a range of duties in line with the evolving needs of the College. Please note that the role involves standing, carrying, and lifting.

It is essential that College uniform/protective clothing is worn at all times while on duty and that personal hygiene standards and a smart appearance are maintained. Weekend work will be required.

This job description may be reviewed periodically in consultation with the post-holder to reflect the needs of the role and the College.

4. Selection Criteria/Person Specification

REQUIREMENTS	Essential and desirable criteria	
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Experience		
Previous experience of working in a Café environment	√	
Ability to work independently and supervise day-to-day operations effectively.	√	
Previous experience in making barista style beverages	√	
Skills, knowledge and abilities		
Good communication skills with proficiency in spoken and written English.	√	
Good computer skills including Microsoft Word, Excel and Outlook.		√
Strong customer service skills.	√	
Be motivated and able to use initiative.	√	
High levels of punctuality, reliability, and professionalism.	√	
Ability to work flexibly and capable of working using own initiative and as part of the wider team.	√	
A willingness to participate in training courses and a commitment to their own professional development.	√	
Food Safety Level 2 Certificate in food hygiene.		√
Previous cleaning experience preferably in a commercial kitchen environment.		√
Personal Skills		
Very friendly, helpful and approachable.	√	

5. Terms & Conditions

Appointment:	This is a casual role with work available Monday to Sunday. The appointment will be conditional on receipt of evidence of right to work in the UK.
Pay:	£13.45 per hour (plus holiday pay).
Hours of Work:	Normal hours of work will be Monday to Sunday, 08:00 to 17:00. The Cafe is open between the hours of 9:00 and 16:00, Monday to Sunday. Breaks are unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required. This employment is casual with variable hours, and you will only be paid for the hours completed (plus holiday entitlement) paid in arrears on or around the 25th of each month one month after submission of a timesheet. Work will be offered to you on an 'ad hoc' basis, and you are free to accept or decline such offers of work with no obligation.
Meals:	A meal is provided free of charge in the Hall whilst on duty and when the College kitchen is open.

6. Application Process

Interested applicants should complete an Application Form (found on the College's website) detailing the names and contact details of two referees.

There is no deadline and applications will remain open until the posts are filled.

Documents should be sent preferably by email to recruitment@seh.ox.ac.uk. Postal Applications should be sent to the HR Department, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Shortlisted applicants will be invited to interview.

- 1. This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
- 2. All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998.*
- 3. St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*

4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*