



University of Oxford
**St Edmund
Hall**

**Weekend Casual Catering Assistants
Job Description and Further Particulars**

The College

St Edmund 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, 450 undergraduate and 250 graduate students, and 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.

The catering team consists of permanent and casual members all of whom are dedicated to providing an excellent standard of food and service throughout the year.

Department: Hall and Senior Common Room

Reporting to: Head Butler

The Role

To ensure that the Servery is clean and tidy at all times and that food is served to the highest standards to students, staff, conference delegates and visitors. As required, support the Head Butler and Deputy Head Butler in the Dining Hall. The Casual Servery Assistant may also be asked to assist with College functions, serving drinks/canapés and serving Formal Hall meals.

Main Duties and Responsibilities

- To assist with all aspects of food presentation and efficient food service to students, members of staff, conference delegates and visitors to the College as directed.
- To clean the Servery area floor and surfaces and ensure that it is maintained in a tidy and safe condition.
- To ensure that all equipment is cleared and cleaned at the end of service.
- To assist with the laying up of tables in the Hall.
- To assist with the movement of function equipment/furniture/food items to and from other areas of the college as requested.
- To clean the staff room, moving furniture as necessary.
- To clean and de-frost fridges as required.
- To clean and descale the coffee machines as required.
- To send and receive linen items for the laundry.
- To undertake Food Hygiene training as required.
- To attend COSHH and H&S training as required.
- To maintain the highest standards of hygiene at all times.

- To complete any other reasonable requests by the Head Butler, Deputy Head Butler or Catering Supervisors.

There may also be a requirement from time to time to work in other areas of the College, i.e., the Plate Wash, Bar, Lodge and Housekeeping.

Selection Criteria

- Excellent customer service and communication skills and a willingness to help.
- An interest in food and drink.
- High standards of personal hygiene.
- The ability to remain calm under pressure and to provide excellent customer service.
- To be smart and presentable and adhere to uniform standards (uniform will be provided).
- To be discreet and maintain confidentiality at all times.
- Excellent time management and be able to work to deadlines.
- Awareness of health and safety issues.
- Ability to work independently, as part of a team and a willingness to assist in other areas when required.
- Able to work shifts including days and evenings at weekends and public holidays as demands require.
- Previous experience is desirable but not essential as training will be provided.

This Job Description may be reviewed periodically in conjunction with the post-holder and the requirements of the College.

Further Information

It is essential that uniform/protective clothing is worn and that a smart appearance is maintained at all times whilst on duty. Uniform (a waistcoat) will be provided but we ask that you to wear a white shirt and black trousers/skirt whilst on duty.

Employment Conditions

Appointment: This employment is casual with variable hours, and you will only be paid for the hours completed at the rate of £12.00 per hour (plus holiday entitlement) paid in arrears on or around the 25th of each month. 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.

Hours: Varying hours will be offered but you must be prepared to work days and evenings primarily at weekends and you are not guaranteed continuous work.

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.*