

**JOB DESCRIPTION – CATERING ASSISTANT**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** | |
| Title of Post | Catering Assistant |
| Purpose of Role | To provide general assistance in the College kitchens and dining hall, including cleaning, basic food preparation and serving meals. |
| Department | The College provides catering from three locations: the dining hall and kitchen at the Banbury Road site; the Sugar House Café, also at Banbury Road; the dining hall and kitchen at Bardwell Road.  At Banbury Road, students are provided with breakfast between 7:30 and 9:00 a.m.; lunch between 12:00 noon and 1:45 p.m.; dinner between 6:00 and 7:45 p.m., seven days a week. The Sugar House Café provides light snacks, confectionery and hot and cold beverages throughout the day from 10:00 a.m. to 10:00 p.m. (later in the summer).  At Bardwell Road, the current provision is for lunch between 12:00 noon and 1:45 p.m., with occasional dinners during the academic year. This operation is expanded during the summer courses to include breakfast and dinner.  In addition to the set meals, there are special events, together with internal hospitality that require a varying level of catering. |
| Reporting Structure | The General Assistant will report to the Chef Manager, and Catering Services Coordinator (CSC) in the absence of the Chef Manager. |
| Key Responsibilities | 1. Stock checking and stacking of goods 2. Helping the Chefs prepare the food as required 3. Serving food on the hotplate to students at mealtimes (including till operation) in a friendly and efficient manner 4. Develop a friendly and helpful atmosphere to all customers 5. Cleaning down after meals 6. Clearing and cleaning waste bins 7. Washing and storing of equipment 8. Routine cleaning of production and service equipment 9. Deep cleaning of specific areas and equipment 10. Observe requirements of Health and Safety at Work Act and to act on COSSH recommendations for cleaning practices, ensuring that the correct cleaning material is used for the individual task. 11. Observe Food Hygiene Regulations 12. Observe regulations regarding fire prevention and control 13. Compliance with the correct dress code including protective footwear 14. Attend further training courses as required 15. Further tasks as directed by the Front of House Supervisor, Senior General Assistant or Head Chef |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Part-time, permanent contract |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | 30 hours per week, working 5 out of 7 days per week. Normal hours of work are between the hours of 07.00 to 20.00.  Shifts to include days, evening and weekends. Flexibility is essential, in particular during the end of term when hours work pattern may temporarily change to suit the needs of the business. |
| Probationary Period | 6 months |
| Notice Period | 1 month |
| Salary / Pay | The prorated salary will be £12,301 per annum. Salaries are reviewed in September each year. Overtime maybe required from time to time by prior agreement with the CCSM. |
| Holidays | 17 annual holiday entitlement, plus bank and public holidays and the period over Christmas when the College is closed.  Between September and June there is a requirement to take part of holiday entitlement at specific times of the year.  Work on a number of bank holidays will be needed with time off in lieu (the College is usually open for all such public holidays except those at Christmas and the New Year). |
| Pension | A contributory pension is offered through the College’s group personal pension scheme or an existing personal pension scheme. In all cases the employer pays double the contribution of the employee, up to a maximum of 10% of gross salary. Employee contributions above 5% may be made but do not attract employer contribution. |
| Life Assurance | Death in service benefit is four times annual salary |
| Meal | A free meal is provided in the College dining room or The Sugar House café on working days and when students are in residence. |
| Childcare Voucher Scheme | The College operates a childcare voucher scheme |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and qualifications | * Relevant Food Hygiene certificate **(D)** |
| Knowledge, skills and experience | * Recent experience of working in a commercial catering environment (larger than a cafe, takeaway or B&B) **(E)** * Experience of general duties in a busy kitchen and in particular one that serves counters service food and banqueting **(E)** * Able to use basic catering equipment **(E)** * Can maintain focus and skill during a busy counter service **(E)** * Basic food preparation skills **(E)** * The ability to establish effective working relationships with colleagues and to be a good team member **(E)** * Ability to adapt to changing environments **(E)** * Awareness of the health and safety issues in a catering environment **(E)** |
| Personal skills and attributes | * Hard working, well-motivated and positive attitude **(E)** * The ability to communicate clearly and effectively with a wide range of people **(E)** * Good communication skills and a friendly manner for dealing with students and staff **(E)** * Capable of undertaking some moderately strenuous duties (e.g. standing for long periods and lifting **(E)** * Able to follow both written and verbal instructions **(E)** * Smart, tidy and clean **(E)** * A high level of customer focus **(E)** |

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| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment. |
| Health questionnaire | Satisfactory completion of a health questionnaire. |
| Prohibition order checks | Prohibition order checks will be carried out for all teaching positions. |

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| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment).  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | **9am Friday 30 June 2017** |