

**JOB DESCRIPTION – CASUAL 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 | Casual 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 Casual Catering Assistant will report to the Chef Manager, Catering Services Coordinator, Catering Services Supervisor or Chef on duty. |
| Key Responsibilities | **Basic Food Preparation**   * Helping the Chefs prepare the food as required   **Cleaning**   * Cleaning down after meals * Clearing and cleaning waste bins * Washing and storing of equipment * Routine cleaning of production and service equipment * Deep cleaning of specific areas and equipment   **Serving and customer service**   * Serving food on the hotplate to students at mealtimes (including till operation) in a friendly and efficient manner * Develop a friendly and helpful atmosphere to all customers * Serving food on the hotplate to students at mealtimes (including till operation) in a friendly and efficient manner   **Other**   * 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. * Observe Food Hygiene Regulations * Observe regulations regarding fire prevention and control * Compliance with the correct dress code including protective footwear * Attend further training courses as required * Further tasks as directed by the Catering Services Coordinator, Catering Services Supervisor or Chef Manager. |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Zero hours, permanent position. |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | This is a zero-hour contract. Shifts and hours will be set by the Chef Manager on a monthly basis. Predominantly weekend shifts with occasional week-day evenings shifts available. |
| Probationary Period | 6 months |
| Notice Period | 1 month |
| Salary / Pay | The hourly rate of pay is detailed below. This is a Grade 1 point 4 on the Catering pay Scale.   |  |  |  | | --- | --- | --- | | **Rate** | **Exclusive of holiday pay** | **Inclusive of holiday pay** | | Weekday rate | £7.89 | £8.84 | | Weekend rate | £8.53 | £9.56 | |
| Holidays | This is a zero hours contracted position and holiday pay is paid on top of the hourly rate and at the same time as pay for work undertaken.  Work on a number of public holidays may be needed (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 and in accordance with our statutory obligations, employees will be automatically enrolled, following a postponement period of three months continuous service, if they meet the statutory enrolment criteria. The College will contribute up to a maximum of 10% of salary subject to the employee contributing a minimum of 5% of salary. The employee may make additional contributions above 5% subject to any restrictions imposed by the Inland Revenue, but these will not be matched by the Employer. |
| Life Assurance | Death in service benefit is four times annual salary |
| Meal | A free meal is provided in the College catering units 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 | * Awareness of the health and safety issues in a catering environment **(E)** |
| Knowledge, skills and experience | * Proven experience in a similar role **(D)** * Able to use basic catering equipment **(E)** |
| Personal skills and attributes | * Hardworking and well-motivated individual **(E)** * Positive and flexible attitude **(E)** * Good communication skills **(E)** * Capable of undertaking some moderately strenuous duties (e.g. standing for long periods and lifting **(E)** * Able to follow both written and oral instructions **(E)** * A friendly manner and approach to dealing with students and staff **(E)** * Able to establish effective working relationships with colleagues and be a good team member **(E)** * Smart, tidy and clean **(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://www.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 | **10am Friday 14 July 2017** |