

**JOB DESCRIPTION – Casual Café Assistant, Sugar House Café**

*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 Café Assistant | |
| Purpose of Role | To work as part of a small team in the College’s onsite café serving sandwiches, snacks and hot and cold drinks. | |
| Department | Catering – Sugar House Café | |
| Reporting Structure | This position report directly to the Café Manager of the Sugar House Café | |
| Key Responsibilities  [group appropriately e.g. management, administration, teaching] | * Stock checking and stacking of goods * To provide a welcoming environment for the students to socialise in * To provide hot drinks including specialist teas and barista coffee * Counting cash takings & recording * Fridge temperature monitoring & recording * To operate the tills and charge the ID cards quick and efficiently * Maintain a clean area throughout the day * Clearing and cleaning waste bins * Routine cleaning of production and service equipment * Observe requirements of Health and Safety at Work Act and COSSH regulations, * Observe Food Hygiene Regulations * Attend further training courses as required | |
| **TERMS AND CONDITIONS** | | |
| Terms of Employment | Zero hours, permanent position | |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL | |
| Hours of Work  Salary/Pay | Zero-hour contract, shifts and hours will be set by the Café Manager on a monthly basis, Predominantly the shifts will be approx. 11 hours a week, consisting of a Friday evening, 6pm – 10:30pm and 3pm – 10:30pm on one of the weekend days. Extra hours may be available within the catering department if required  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 | £8.45 | £9.46 | | Weekend rate | £9.14 | £10.24 | | |
| Probationary Period | 6 Months | |
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| Notice Period | 1 month | |
| 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 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 catering units working days and when students are in residence. | |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | | |
| Education and qualifications | * A high level of food safety and general health and safety qualifications **(D)** | |
| Knowledge, skills and experience | * Recent experience of working in a student environment **(D)** * Ability to work a barista coffee machine **(D)** * Can maintain focus and skill during a busy counter service **(E)** * The ability to establish effective working relationships with colleagues and to be a good team member **(E)** * Ability to adapt to changing environments **(D)** * Awareness of the health and safety issues in a catering environment **(D)** | |
| 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)** | |
| **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 and for senior management positions as appropriate. |
| **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 | | **TBC** |
| Interviews | | TBC  The interview process will include some testing of key attributes. |