

**JOB DESCRIPTION – Catering and Café Assistant, Dining Hall**

*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 and Café Assistant |
| Purpose of Role | | To work as part of the College’s Catering and Front of House Teams. The Café and Dining Hall teams (Front of House) will be one team with the Catering and Café Assistants having a particular, but not exclusive emphasis on the Café area serving sandwiches, snacks and hot and cold drinks. |
| Department | | Catering |
| Reporting Structure | | The Catering and Café Assistant Role will report to the Hospitality Manager |
| Key Responsibilities | | * Ensuring stock checks and the ordering of stock are carried out as and when is necessary through the procedure as set out by the Hospitality Manager * To be rostered and work alongside the Dining Hall, Hospitality or Kitchen teams as and when required. * To provide a welcoming environment for the students to socialise in * To provide hot drinks including specialist teas and barista coffee * To record and count the cash takings on a daily basis * To monitor and record the fridge temperature on a daily basis * To operate the tills and charge the ID cards quickly and efficiently * To ensure the kitchen and service areas are clean and tidy throughout the day * To clear and clean the waste bins * To carry out 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 | | Permanent, Full time |
| Place of Work | | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | | Hours will average 37.5 hours per week according to shift patterns and the rota.  The early shifts will usually be 7am – 3pm. Late shifts in the café will usually be 2pm – 10pm. Weekend work will be one on, one off  The café will be open 7 days per week. |
| Probationary Period | | 6 Months |
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| Notice Period | | 1 month |
| Salary / Pay | | £18,149.74 per annum Grade 1 Point 4 on the Catering salary scale |
| Holidays | | 17 annual holidays pro rota, in addition to the normal public holidays and the period over Christmas & new year when the College is closed.  Taking holiday between September & June is encouraged.  Work on some bank holidays maybe required with time off in lieu. |
| 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 one of the College outlet units on 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 | | * Experience of working in a student environment in a similar role **(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)** * A flexible, ‘can do’ approach. **(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 in appearance **(E)** * Excellent customer service skills **(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 | **This role will close once a suitable applicant is appointed** | |