



JOB DESCRIPTION – General Catering Assistant

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	General Catering Assistant (Maternity Cover)
Purpose of Role	To provide general assistance in the College kitchens and dining hall, including cleaning, basic food preparation and serving meals.
Department	Catering
Reporting Structure	The General Assistant will report to the Hospitality Manager, Executive Head Chef and/or Catering Supervisor
Key Responsibilities	<ul style="list-style-type: none"> ▪ Stock checking and stacking of goods ▪ Helping the Chefs prepare the food as required ▪ 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 ▪ Cleaning down after meals ▪ Routine cleaning of production and service equipment ▪ Deep cleaning of specific areas and equipment ▪ 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 Hospitality Manager, Executive Head Chef and/or Catering Supervisor
TERMS AND CONDITIONS	
Terms of Employment	(Maternity Cover) Fixed term contract, full-time
Contract Date	May 2022 – Up to 12 months
Place of Work	139 Banbury Road, Oxford, OX2 7AL

Hours of Work	37.5 hours per week
Probationary Period	6 months
Notice Period	1 month
Salary/Pay	£18,525 per annum (depending on skills and experience). Salaries are reviewed on 1 September each year.
Holidays	17 days annual holiday entitlement, plus bank and public holidays and the period over Christmas when the College is closed. Some Bank holiday working – Time of in lieu
Pension	The successful applicant will be enrolled into a contributory pension scheme.
Life Assurance	Death in Service cover is provided
Meal	A free lunch is provided in the College dining hall on working days and when students are in residence.
PERSON SPECIFICATION <i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> • Awareness of the health and safety issues in a catering environment (E) • A high level of food safety and general health and safety qualifications (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • 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 (E) • Awareness of the health and safety issues in a catering environment (D)
Personal skills and attributes	<ul style="list-style-type: none"> • 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	
<p><i>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.</i></p> <p><i>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.</i></p>	
References	<p><i>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.</i></p>
Identity, right to work and qualifications	<p><i>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</i></p> <p><i>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</i></p> <p><i>If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</i></p>
Police checks / DBS	<p><i>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.</i></p>
Health questionnaire	<p><i>Satisfactory completion of a health questionnaire.</i></p>

HOW TO APPLY	
Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	<p>Applications should be submitted by email to recruitment@stclares.ac.uk</p>
Contact us	<p>Email: recruitment@stclares.ac.uk Tel: 01865 552031</p>
Deadline for applications	<p>This role will close once a suitable applicant is appointed</p>
Selection Process	<p>Interviews will take place with the Hospitality Manager and Executive Head Chef</p>