



## 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.

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	<ul style="list-style-type: none"> <li>• 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</li> <li>• To be rostered and work alongside the Dining Hall, Hospitality or Kitchen teams as and when required.</li> <li>• To ensure the confectionary and display units are stocked and tidy throughout the day</li> <li>• To provide a welcoming environment for the students to socialise in</li> <li>• To provide hot drinks including specialist teas and barista coffee</li> <li>• To monitor and record the fridge temperatures and to complete the daily checklists correctly</li> <li>• To operate the tills and charge the ID cards quickly and efficiently</li> <li>• To ensure the café bar area and service areas are clean and tidy throughout the day</li> <li>• To carry out routine cleaning of production and service equipment</li> <li>• Observe requirements of Health and Safety at Work Act and COSHH regulations</li> <li>• Observe Food Hygiene Regulations</li> <li>• Attend further training courses as required</li> </ul>
TERMS AND CONDITIONS	
Terms of Employment	Permanent, Full time  <b><u>Would be open for discussions on the flexibility of these shifts</u></b>
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.

	<p>There will be early shifts and late shifts in the café, hours between 7am – 10pm</p> <p>Weekend work will be one on, one off (Working both Saturday and Sunday)</p> <p>Same weekday off each week</p> <p>The café will be open 7 days per week.</p>
Probationary Period	6 Months
Notice Period	1 month
Salary / Pay	£18,149.74 per annum Grade 1 Point 4 on the Catering salary scale
Holidays	<p>17 annual holidays pro rota, in addition to the normal public holidays and the period over Christmas &amp; new year when the College is closed.</p> <p>Taking holiday between September &amp; June is encouraged.</p> <p>Work on some bank holidays maybe required with time off in lieu.</p>
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 hall on working days and when students are in residence.
<b>PERSON SPECIFICATION</b>	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	A high level of food safety and general health and safety qualifications <b>(D)</b>
Knowledge, skills and experience	<ul style="list-style-type: none"> <li>• Experience of working in a student environment in a similar role <b>(D)</b></li> <li>• Ability to work a barista coffee machine <b>(D)</b></li> <li>• Can maintain focus and skill during a busy counter service <b>(E)</b></li> <li>• The ability to establish effective working relationships with colleagues and to be a good team member <b>(E)</b></li> <li>• Ability to adapt to changing environments <b>(E)</b></li> <li>• Awareness of the health and safety issues in a catering environment <b>(D)</b></li> </ul>
Personal skills and attributes	<ul style="list-style-type: none"> <li>• Hard working, well-motivated and positive attitude <b>(E)</b></li> <li>• A flexible, 'can do' approach. <b>(E)</b></li> <li>• The ability to communicate clearly and effectively with a wide range of people <b>(E)</b></li> <li>• Good communication skills and a friendly manner for dealing with students and staff <b>(E)</b></li> <li>• Capable of undertaking some moderately strenuous duties (e.g. standing for long periods and lifting) <b>(E)</b></li> <li>• Able to follow both written and verbal instructions <b>(E)</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Smart, tidy and clean in appearance <b>(E)</b></li> <li>• Excellent customer service skills <b>(E)</b></li> </ul>
<b>References and Pre-employment Checks</b> <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>  <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>	
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. <b>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.</b>
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.
<b>HOW TO APPLY</b>	
Applications	Applications must be made using the College's standard application form which can be found on the College website at <a href="http://www.stclares.ac.uk/recruitment">www.stclares.ac.uk/recruitment</a> .  CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>
Post	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a> Tel: 01865 552031
Deadline for applications	<b>This role will close once a suitable applicant is appointed</b>