

## JOB DESCRIPTION – GENERAL CATERING ASSISTANT (MATERNITY COVER)

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	
<b>Title of Post</b>	General Catering Assistant (Maternity Cover)
<b>Purpose of Role</b>	To provide general assistance in the College kitchen, dining hall and The Globe Cafe, including cleaning, basic food preparation, preparation of beverages, and serving meals.
<b>Department</b>	<p>The College provides catering from the dining hall/kitchen and The Globe Café at its premises at 135 Banbury Road.</p> <p>Students are provided with breakfast between 8:00 and 8:50 am; lunch between 12 noon and 1:45 pm; dinner between 6:15 and 7:30 pm, seven days a week from the kitchen/dining hall.</p> <p>The Globe Café is also open seven days a week and provides light snacks, confectionery, and hot and cold beverages from 8:00 am to 8:00 pm.</p> <p>In addition, the Catering Department prepares food and hosts special events, and there is also internal hospitality that requires a varying level of catering support.</p>
<b>Reporting Structure</b>	The General Catering Assistant reports to the Hospitality Manager (or the Catering Supervisor in their absence) and/or the Executive Head Chef.
<b>Key Responsibilities</b>	<p>Working according to the Catering Department rota as part of a wider team and alongside the Dining Hall, Café, and Kitchen teams as and when required.</p> <p><b>Basic Food Preparation</b></p> <ul style="list-style-type: none"> <li>• Helping the Chefs prepare food as required.</li> <li>• Ensuring stock checks and the ordering of stock is carried out as and when necessary, through the procedure set out by the Hospitality Manager.</li> </ul> <p><b>Serving and customer service</b></p> <ul style="list-style-type: none"> <li>• Serving food on the hotplate to students and staff at mealtimes answering queries where required.</li> <li>• Serving food and drinks in The Globe Café and making hot drinks such as specialist tea and coffee using the barista machine.</li> <li>• Operating the tills and charge ID cards or taking card payment effectively.</li> <li>• Maintaining necessary records such as monitoring and recording fridge temperatures and ensuring the daily checklists are correct.</li> <li>• Creating and maintaining a friendly and helpful atmosphere to all customers.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Cleaning down after meals both in the kitchen and the dining hall.</li> <li>• Clearing and cleaning waste bins.</li> <li>• Routine cleaning of production and service equipment.</li> </ul>

	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Observing the requirements of the Health and Safety at Work Act and following COSHH recommendations for cleaning practices, ensuring that the correct cleaning material is used for the individual task.</li> <li>• Observing the Food Hygiene Regulations.</li> <li>• Observing the regulations regarding fire prevention and control</li> <li>• Ensuring compliance with the Catering Department dress code including wearing protective footwear.</li> <li>• Attending training courses as required.</li> <li>• Working flexibly to understand that requirements vary and develop depending on changing circumstances within the College.</li> <li>• Carrying out any tasks as directed and requested by the Hospitality Manager and/or Executive Head Chef</li> </ul> <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. You may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
<b>PERSON SPECIFICATION</b>	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
<b>Knowledge, skills, and experience</b>	<ul style="list-style-type: none"> <li>• Awareness of the health and safety issues in a catering environment <b>(E)</b></li> <li>• Experience in a similar role <b>(D)</b></li> <li>• The ability to use basic catering equipment <b>(E)</b></li> <li>• Ability to work a barista coffee machine (training provided) <b>(D)</b></li> </ul>
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• A willingness to work hard <b>(E)</b></li> <li>• Positive with a flexible attitude and good motivation <b>(E)</b></li> <li>• Good communication skills <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>• Ability to follow both written and oral instructions <b>(E)</b></li> <li>• A friendly manner and approach to dealing with students and staff <b>(E)</b></li> <li>• Ability to establish and maintain effective working relationships with colleagues and to be a good team member <b>(E)</b></li> <li>• Smart, tidy, and clean in appearance <b>(E)</b></li> </ul>
<b>TERMS AND CONDITIONS</b>	
<b>Terms of Employment</b>	Temporary contract starting in June 2024 to cover a maternity absence. The role is anticipated to last 12 months or the actual return of the postholder whichever is earlier.
<b>Place of Work</b>	135 Banbury Road, Oxford, OX2 7AL
<b>Hours of Work</b>	<p>Hours will average 37.5 hours per week according to shift patterns and the Catering Department rota.</p> <p>There will be a combination of early shifts and late shifts worked between the hours of 7:00 am and 8:00 pm. Shifts are 8 hours in duration (less an unpaid 30-minute break).</p> <p>Weekend work will be required with the pattern of one weekend worked (both Saturday and Sunday) and one weekend off. The same day off work is provided each week.</p>

<b>Salary / Pay</b>	Hourly rate of £11.59 resulting in a salary of £22,650 per annum. Salaries are reviewed annually with effect from 1 <sup>st</sup> September.
<b>Holidays</b>	<p>26 days' annual holiday entitlement, plus bank/public holidays.</p> <p>Some bank/public holiday working will be required when these fall on dates during the College term (time off in lieu will be granted).</p> <p>The College is closed annually from 24<sup>th</sup> December to 1<sup>st</sup> January inclusive. The Employee will be required to book holiday to cover this period.</p> <p>The Catering Department are encouraged to take their holiday between September and June.</p>
<b>Probationary Period</b>	Three months
<b>Notice Period</b>	The contract will end on the return to work of the substantive postholder or with one month's notice after completion of the probationary period.
<b>Pension</b>	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
<b>Meal</b>	A free meal is provided in the College dining hall on working days and when students are in residence.
<p><b>References and Pre-employment Checks</b></p> <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>	
<b>References</b>	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.
<b>Identity, right to work and qualifications</b>	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>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.</p> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the <b>Home Office website</b> 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.</p>
<b>Police checks / DBS</b>	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.
<b>Health questionnaire</b>	Satisfactory completion of a health questionnaire.
<b>HOW TO APPLY</b>	
<b>Applications</b>	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.
<b>Email</b>	Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>
<b>Post</b>	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
<b>Contact us</b>	Email: <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a> Tel: 01865 552031
<b>Deadline for applications</b>	<b>This role will close once a suitable applicant is appointed</b>