



**1 Main Conditions of Service**

**Job title:** Catering Assistant (permanent, part time)

**Department:** Hall

**Responsible to:** Hall Manager / SCR Butler

**Reports on a day-to-day basis to:** Hall Manager

**Responsible for:** N/A

**Salary:** £10.51 per hour

**Hours of work:** 17 hours per week:  
Monday – Friday (evenings) (6pm – 9pm)  
Sunday lunchtime (2 hours)

Work patterns will vary according to the needs of the College.

**Leave entitlement:** In addition to public holidays, this appointment carries with it a leave entitlement of 30 days.

6 days of the entitlement are usually to be taken during the College's Christmas closure period and 6 days during the Easter closure. Closure periods may be subject to change depending on operational requirements.

**Other benefits:** A meal free of charge when served on days on which the post-holder is on duty (subject to availability); season ticket loan;

**Appraisal:** This post is subject to the College's appraisal procedures

**Probation:** The post is subject to a six-month probationary period.

**Notice:** This appointment may be terminated by either side by giving one month's written notice (one week during the first year of employment).

### **3 Purpose and Duties of the Post**

#### **3.1 Purpose**

St Catherine's College is one of the newest and largest Colleges within the University of Oxford, with over 800 students. It has a large Dining Hall, and caters for a wide range of dining needs.

The Catering Assistant will be working as part of the Hall or SCR team to provide outstanding levels of service to conference delegates, students, staff and Fellows, and promote a professional and positive image of the College.

The duties/ hours of work may vary according to the needs of the College.

#### **3.2 Main Duties**

##### **Food service**

- To provide service from the Servery counter.
- During term, to provide evening assistance to the duty Chef, passing prepared food to the casual waiting staff for Formal Hall.
- To provide waiting service to students / Fellows / conference delegates during formal evening meals.

##### **Till operation**

- To operate the tills during SCAF or evening meal service.

##### **Food preparation and cooking**

- During term, to provide evening assistance to the duty Chef, passing prepared food to the casual waiting staff for Formal Hall
- During vacation periods, to assist the duty Chef with food preparation in the evening (as required) and to pass prepared food to the casual waiting staff for service.
- In cooperation with the other Catering Assistants, to cook food as per the orders received from students.

##### **Presentation**

- To assist in the preparation of the Servery (including serving utensils) prior to meals and to clean the Servery after meals, ensuring that the required standards of hygiene and cleanliness are maintained at all times.
- To remove all clean crockery and cutlery from the wash-up trolleys or Green crockery trolleys, and store it in the appropriate place. To move the 'full' main plate hot trolleys from the wash-up area to their Servery positions, and to replace them with the empty or nearly empty hot trolleys.
- Prior to SCAF, to ensure that all the required serving utensils are clean and ready to be used.

- To clean the Servery after SCAF (in readiness for Formal Hall service), and also after the completion of Formal Hall service. To return all utensils used during the operation of the Servery to the wash-up for cleaning.
- To assist with the cleaning of tables in Hall after meal service.

## General

- To undertake duties in the Senior Common Room and any other duties, consistent with the purpose of the post, as may from time to time be assigned by the Hall Manager, or their representative.

## 4 Person Specification

Personal attributes based on the duties of the post	Essential (E) or Desirable (D)	Evidence
<b>Qualifications:</b>		
CIEH Level 2 Award in Food Safety in Catering certificate	D	1, 2, 3
Relevant food service qualification	D	1, 2, 3
Relevant food preparation qualification	D	1, 2, 3
<b>Experience/Knowledge:</b>		
Experience of food service and/ or preparation within a busy catering environment	E	1, 2, 3
<b>Skills:</b>		
Excellent interpersonal and communication skills (oral and written), including an intermediate level or above of spoken English	E	1, 2, 3
Strong customer focus	E	1, 2, 3
High level of accuracy and attention to detail	E	1, 2, 3
Ability to work without supervision and under pressure	E	1, 2, 3
Ability to work flexibly and as part of a team	E	1, 2, 3

**Evidence: (1) = Application, (2) = Interview, (3) = References**

## 5 General Information on St Catherine's College

Although one of the newest and largest colleges within Oxford, St Catherine's College can trace its roots back to 1868, when a 'Delegacy for Unattached' students was formed. The Delegacy's mission, as stated by its first Censor, George Kitchin, was to guarantee a University where: *"the best education [would be] placed within the reach of all, rich or poor, who show themselves worthy of it"*.

This mission was achieved by allowing students the opportunity to study at Oxford without having to be a member of a College, which was prohibitively expensive. This was a ground-breaking moment in the history of Oxford, and constituted a revolutionary challenge to the status quo. We are proud to be able to trace our foundation back to such an exciting movement and our ethos today still reflects those original values.

Our modern College, known informally as Catz, was established in 1962 by its founding Master, Lord Alan Bullock. Our grade 1 listed buildings, located in a peaceful setting adjacent to the University Parks, were designed by Danish architect Arne Jacobsen and attract visitors from around the world. The striking modern architecture, fittings and furniture, reflected a move towards the open, contemporary, culture that is still fundamental to our approach today. With a student population of over 500 undergraduates and 400 postgraduates, alongside a thriving community of visiting students, we're a diverse and vibrant College. The offices are a pleasant working environment, with a lively and friendly atmosphere.

The College has excellent facilities including a car park, gym, library, music building, squash and tennis courts, all of which staff are welcome to use. We operate a salary-sacrifice childcare scheme and season ticket loan.

### 5 Application Details

#### 5.1 How to apply

All applicants are required to complete an **Application Form** and a **Recruitment Monitoring Form** available on the College's website <https://www.stcatz.ox.ac.uk/category/vacancies/>. These forms can also be obtained from [personnel@stcatz.ox.ac.uk](mailto:personnel@stcatz.ox.ac.uk)

Applications should be sent, by email attachment, to [personnel@stcatz.ox.ac.uk](mailto:personnel@stcatz.ox.ac.uk).

#### 5.2 Closing Date

The closing date for the receipt of applications for this post is **midday on Wednesday 8 February 2023**.

#### 5.3 Referees

The application form will ask for the name of two referees, one of which should be your current or most recent employer. Your referees will not be contacted unless you are offered the position.