



1 Main Conditions of Service

Job Title: Catering Assistant

Department: Hall

Responsible to: Hall Manager

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

Responsible for: N/A

Salary: £22,680 per annum

Hours of Work: 41.5 hours per week
These hours will be worked on a 6 days out of 7 basis, in accordance with the rota provided by the Hall Manager.

Term time hours:
Monday to Friday: 12:30-20:30 or 07:30-15:00
Saturday: 07:30-14:00
Every second Saturday: Split shift (07:30-14:00 and 17:30-19:30)

In vacation periods, work patterns may 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 to be taken during the College's Christmas closure period and 6 days during the Easter closure.

Other Benefits: A meal free of charge when served on days on which the post-holder is on duty and the Kitchen is operational; season ticket loan; free use of the College gym.

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).

2 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 groundbreaking 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.

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 – from 'canteen-style' service for students through formal dinners to large banquets for conference delegates.

The Catering Assistant will be working as part of the Hall team to provide outstanding levels of service to all those who use the Hall (including conference delegates, students, staff and Fellows), and to promote a professional and positive image of the College to everyone who dines in the Hall.

During conference periods, the duties/ hours of work may vary according to the needs of the conferences present in College, and the role may have a greater emphasis on providing food service to delegates.

3.2 Main Duties

Flexibility regarding duties will be needed, depending on the restrictions imposed by working under Covid-19 conditions.

Food service

- To provide service from the Servery counter during breakfast, lunch, dinner. To notify the Duty Chef of food shortages prior to running out.
- On a rota basis, to oversee the running of the salad bar, and to maintain adequate food levels (as appropriate).
- To operate the tills in the Servery, as required.
- To clear away unused food after lunch, liaising with the Duty Chef to determine which foods should be kept (storing them correctly) and which should be disposed of. To clean tables in the Hall.

Food preparation and hygiene

- To assist in the preparation of the Servery 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 check and record temperatures.
- To clean Hall tables and lamps.
- To clean and refill the juice dispenser.

- To lay out food for the self-service lunchtime salad bar, and to ensure that adequate crockery and cutlery are available.
- To assist the Duty Chef with the preparation of buffet food for staff lunches.
- To prepare the SCR sandwiches on a daily basis.
- To assist the Duty Chef with food preparation in the afternoon (as required) and to pass prepared food to the casual waiting staff for service.
- To plate up meals as required for the Night Porters. To place these meals in the 'SCAF' fridge(s) for collection at night.

Cleaning and Presentation

- To ensure that all the required serving utensils are clean and ready prior to breakfast, lunch and dinner.
- 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.
- To assist in clearing away the plate trolleys during and after meal service.
- To assist with the cleaning of tables in Hall after meal service, and to assist with the moving of tables and chairs in Hall, as required.
- To regularly wash and sanitise the wash-up tables on either side of the glass wash machine.
- To regularly clean fridges, shelves, sinks and the ice machine in the Servery.
- To maintain accurate records of cleaning schedules within the Hall and Servery.
- When required, to assist in the general cleaning of the Hall and foyer/ entrance areas.

General

- To take the dirty laundry from the Hall and Kitchen to the Linen Room.
- To make coffee and clean, rinse and/ or de-scale the coffee machine, as appropriate.
- To assist with stocktaking.
- To ensure the Servery area is tidy.
- To undertake any other duties, consistent with the purpose of the post, as may from time to time be assigned by the Hall Manager, Head Chef or their representative.

4 Person Specification

Personal Attributes based on the Duties of the Post	Essential (E) or Desirable (D)	Evidence
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Qualifications:		
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
Experience/Knowledge		
Experience of food service and/ or preparation within a busy working environment	E	1, 2, 3
Skills		
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, (4) = Testing

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. Applications should be sent, by email attachment, to 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**. We reserve the right to close the post early if sufficient applications are received.

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.