



Further Particulars

Catering Assistants (internal applicants only)

(Ref 900411)

We are looking for hard-working reliable catering assistants to work as part of the Catering and Conference team, providing high quality food and beverage services to the Fellows, staff, students and College guests, and to maintain the standards established by the Catering and Conference Management.

This is a permanent full-time post of 37.5 hours. The successful candidate will have set hours during term time (weeks 0 – 9) and will be part of the two week rolling rota of early and late shifts, out of term.

You will liaise with the Kitchen and Catering and Conference staff and report to the Dining Services Manager. On a daily basis, you will be supervised by the duty catering supervisor.

About Somerville College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and is a friendly and diverse place which provides access to research, learning and the pursuit of excellence in all that we do. The current community comprises approximately 630 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed and breakfast guests.

About the Catering and Kitchen Teams

Our dynamic kitchen and catering teams provide a varied range of catering, from high-end fine dining to conferencing and student meals. As well as the term time provision of breakfast, lunch and dinner for our own students, fellows and staff seven days a week, full catering facilities are provided during the vacation periods to residential summer schools visitors staying in the College. Catering for individual bed and breakfast guests is also an important regular activity at this time.

Main Duties

- To work as a member of the pantry team assisting with the day to day requirements within the catering department.
- To assist with the meal services to both student and conference clients, including cafeteria breakfast, lunch and dinner as well as formal dinners and special events.
- To be willing to work in a variety of roles including working on the tills, service counter and wash up areas.
- To prepare for service including laying up of the dining hall for events.
- To assist with stock rotation in storage areas, refrigerators and freezers following established procedures.
- To assist the pantry and kitchen teams with the prevention of food wastage and spoilage.

- To carry out duties in adherence to the College Food Hygiene Policy and current Food Hygiene and Health and Safety legislation.
- To be familiar with Fire Safety and COSHH College policies.
- To work on a 'clean as you go' basis at all times to ensure a high level of cleanliness is maintained in all work areas.
- To carry out cleaning in service areas to maintain standards and in line with departmental cleaning schedules.
- To maintain a high standard of personal hygiene, including wearing a clean uniform on duty and use appropriate safety equipment when required.
- To report all accidents and hazards including maintenance issues, immediately to the Duty Catering Supervisor.
- To maintain a professional working relationship with the food service, kitchen and terrace teams, at all times.
- To carry out any additional and appropriate duties as required, and to have a flexible approach to working in other areas of the department when necessary.

Selection Criteria

Essential

- Ability to work as a team player in a busy environment.
- Ability to read and write in English.
- Ability to follow instructions and guidelines.
- Ability to communicate appropriately with others, understanding when to seek advice.
- Positive attitude towards work.
- High standard of personal hygiene and general physical fitness.
- Willing to take a flexible approach to work duties, to include cover for staff holidays, sickness and helping with additional functions.

Desirable

- Previous experience of working in catering or food service environment.
- NYQ 2 in Hospitality and Catering, or equivalent.
- Level 2 Award in Food Safety in Catering.
- Knowledge of Basic Health and Safety and Food Safety in a catering environment.
- Understanding of food allergies.
- Supportive of the traditions of the College.

Terms and conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This is a permanent, full-time post and will be dependent on satisfactory completion of a probationary period. The appointment will be subject to pre-employment checks as listed below.
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Salary	The salary will be £18,599 p.a. for 37.5 hours per week. The College pay spine is uplifted for cost of living on a regular basis, normally annually.
Hours of Work	Your hours will be set during term time (weeks 0 -9), and out of term the hours will be worked on a two week rota of early (7.30 a.m – 3.45 p.m) and late (11.30 a.m – close) shifts, in a 5 out of 7 pattern. Total weekly hours will be 37.5 hours per week exclusive of meal breaks.
Holiday Entitlement	The post holder will be entitled to pro-rata of 38 days holiday a year inclusive of 8 public holidays. Agreed College closure days will be deducted from the leave entitlement.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals on duty will be provided free of charge.
Sickness Benefit	A maximum of (pro-rata) six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking or vaping is allowed in any part of the College.
Parking	There is no parking on-site.

Application Procedure

Your application should comprise

- 1. A completed application form (including a hand-written personal statement and details of at least 2 referees)**
- 2. A curriculum vitae (CVs submitted on their own will not be considered)**
- 3. An Equal Opportunities Monitoring form**

Email you completed application form to: recruitment@some.ox.ac.uk please quote vacancy reference 900411 in the heading

Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.

Communication regarding the status and outcome of your application will be made via e-mail.

There is no closing date for this vacancy. Applications will be assessed as they arrive and suitable candidates invited to interview. Early application is advised.

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

November 2019