

## Senior Catering Assistant

**Full-time (37.5 hours per week), permanent**

**Salary £26,679 p.a.**



We are seeking an organised, pro-active person to help run our busy catering function. You will assist with the supervision of the food and beverage services to the students, staff and other guests. You will be confident in working as part of a busy team, be numerate and have a good standard of communication in English. You will assist with organising staffing to ensure food service times are adequately managed and will be responsible for overseeing the operation of the cash and card tills.

## About Us

As a college Somerville is a friendly and diverse community with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students. We currently have approximately 550 undergraduate and graduate students, many of whom live on site, and around 270 academic and support staff.



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 & breakfast guests is also an important regular activity.

## Main responsibilities

### Meal Service/Functions

- To assist with the supervision of the delivery of catering services within the college.
- To help when necessary with the organising of food service staff and preparation required for meal services ensuring food prepared by the Kitchen is ready for service on time.
- To oversee the operation of the tills at meal service and process the cash takings for each session, ensuring everything is secure at the end of each evening.
- To take student and senior member meal numbers, setting tables accordingly
- To assist in the monitoring of stock levels of non-food products and order when necessary
- To assist with office administration including filing and typing of weekly menus, catering function memorandums, and other documentation when necessary.

### Food Hygiene & Health & Safety

- To ensure that work practices during meal services follow the College's Health & Safety Policy and relevant legislation.

- To ensure that the food & beverage service areas are clean in accordance with the department cleaning programme and to the standard of hygiene and cleanliness set within the College's Food Hygiene Policy.
- To adhere to the College's Health and Safety Policy by: carrying out duties in accordance with training and instruction received; informing the Dining Services Manager of any potential hazard or danger; and taking reasonable care at all times to guard the personal safety of all persons who may be affected by the job holder's actions at work.

#### **Other Duties**

- To undertake any appropriate training identified by the Dining Services Manager
- To maintain at all times a professional working relationship with the kitchen and food service teams
- To carry out any additional and appropriate duties as required and to act at all times in a courteous and professional manner

### **Selection Criteria**

#### ***Essential***

- Level 1 Award in Food Safety in Catering
- Food Allergy & Intolerance Training
- Previous experience of working in busy catering environment
- Able to work as a member of a team
- Able to read and write in English
- Able to follow instructions and guidelines
- Ability to communicate appropriately with others
- Understands when to seek advice
- Positive attitude towards work
- High standard of personal hygiene and general physical fitness
- Willing to take a flexible approach, to include cover for staff absence and helping with additional functions

#### ***Desirable***

- NVQ 2 in Hospitality & Catering, or equivalent
- Supportive of the traditions of the College

### **Salary, hours and benefits**

- Full-time role (37.5 hours per week) working on a 5 out of 7 rota comprising early and late shifts on alternate weeks.
- Salary £26,679 p.a. Hourly rate £13.68.
- Generous contributory pension scheme with employer contribution of up to 16%
- 38 days annual leave per year (inclusive of bank holidays and flexible leave)
- Free meal each working day and opportunities to attend College events
- Subsidised rate for on-site College Nursery
- Eligibility to apply for discounted travel pass loan
- Wide range of discounts and access to University gardens, libraries and museums
- Permanent contract
- Probationary period of three months

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

## How to apply

Please use our online recruitment site via [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs). Please ensure you provide details of two referees who have recent experience of your work. One should be your most recent line manager. We will assume you are content for us to approach your referees at any stage unless you clearly indicate otherwise. Please also provide an up-to-date CV and a covering letter explaining why you are applying and how you feel you match the selection criteria above. Any queries may be directed to [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk)

## Deadline

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. Interviews will be held in person at Somerville College.

## Equal Opportunities

The policy and practice of the University of Oxford and Somerville College is that all staff are afforded equal opportunities within employment. Entry into employment and progression will be determined only by personal merit and the application of criteria which are related to the duties of each post. 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 any protected characteristic. Where suitably qualified individuals are available, selection panels will contain at least one member of each sex

## Your data

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 General Data Protection Regulations 2018 and the College's policies. Further details are available at <https://www.some.ox.ac.uk/privacy-foi/privacy-notice/>

## Pre-employment Screening

Any offer of employment will be subject to the following:

### 1. Proof of right to work in the UK

It is 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. Our Human Resources team will provide further details at the appropriate stage in the recruitment process.

### 2. Evidence of qualifications

You will be asked to provide original certificates and documentation to evidence any qualifications or training that is required for the role and that has been stated by you as having been obtained.

### 3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical declaration. It may also be necessary to refer the successful candidate to our Occupational Health provider for confirmation of medical fitness to undertake the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

### 4. Further checks

Where required for the role, further checks, such as DBS, may be required. The Human Resources team will advise applicants of the need for any additional checks as appropriate