



TWO FULL-TIME FOOD SERVICE ASSISTANTS (HALL ASSISTANTS) (40 HOURS PER WEEK) Further Particulars

Introduction to St Peter's College

St Peter's College is one of thirty-nine self-governing colleges of the University of Oxford. Founded in 1929 expressly to widen access to the University, it is an open, tolerant and creative academic community. It enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College community is made up of the Master, 70 Fellows, and College Lecturers actively engaged in teaching and research in a wide range of subjects, 350 undergraduate students, 250 graduate students, 25 Visiting Students and more than 95 members of administrative and domestic staff. St Peter's is proud of being highly international across all sections of its community. St Peter's College is a registered charity. Further information may be found at www.spc.ox.ac.uk.

Job Summary

St Peter's College is seeking two full-time Food Service Assistants to join our Hall team. Reporting to the Food and Beverage Manager, the post holders will be working as part of the Hall team to provide outstanding levels of service to all those who use the Hall, including academic staff (Fellows and Lecturers), students, staff, and visitors, and to promote a professional and positive image of the College to everyone who dines in the Hall.

The post holders will provide food service within the Hall and Servery, assist the Chefs in preparing food, and will be responsible for helping to maintain the Hall and Servery area to appropriate levels of cleanliness.

Whilst the role will primarily be based within the Hall, it is anticipated that on occasion the post holders may be required to undertake work that takes place in different locations in college, such as the Senior Common Room or Master's Lodgings.

Main Duties

- To establish and maintain a high level of Customer Service for SCR fellows, Students, College Staff, Conference and Dinner guests and visitors to the College.
- To provide a high standard of service and present a positive image of the College by performing various catering duties for all College members and visitors to the College.
- Serve customers food and beverages from the servery counter or waiter/waitress service as required.
- To carry out manual domestic duties, which include various aspects of manual handling and carrying.
- Clean and prepare service, dining and ancillary areas, ensuring adherence to the required standards of hygiene.
- To adhere to and always comply with college policies.
- To act within the College's health and safety policy and procedures to ensure a safe working environment.

General Duties

- To assist with the supervision of the delivery of catering services within the college.
- To take the dirty laundry from the Hall and Kitchen to the Linen Room.
- To assist with stocktaking.

- To ensure the Servery area is tidy.
- To undertake any other duties, consistent with the purpose of the post, courteously and professionally.

Experience Required

Essential

- Experience of working in a customer service environment; experience as a Waiter/Waitress
- Ability to work without supervision and under pressure
- Ability to work flexibly and as part of a team
- Excellent interpersonal and communication skills (oral and written), including a high standard of spoken English
- Enthusiastic approach to your work.
- Strong customer focus.
- Flexibility in your duties and working hours.
- Reliable and punctual.

Desirable

- Catering qualifications.
- Food Hygiene Certificate
- Experience providing service in a college environment.

Terms and Conditions

Appointment

The appointment will be conditional on verification of the candidate's availability for employment in the UK. There will be an initial probationary period of six months. During the initial probationary period, notice will be one week on either side. Subject to satisfactory review and confirmation of the post, the notice period will be four weeks on either side.

Salary: The College shall pay you an hourly rate as authorised by St Peter's College Governing Body. As a Living Wage accredited employer, the college will pay employees no less than the prevailing real living wage rate as announced annually. The current hourly rate is £13.17 per hour (£27,393) per annum.

Hours of work: 40 hours/week, 5 days out of 7, variable shifts including evenings/weekends. Bank holidays are worked if they fall within your Rota for which a day off in lieu will be given.

Pensions: The post-holders will be entitled to join the Oxford Staff Pension Scheme.

Meals: A free meal is provided in the College when on duty, when the kitchens are open.

Annual Leave: The post holders will be entitled to 30 days paid leave plus Bank Holidays in each leave year.

St Peter's College is an equal opportunities employer committed to fostering an inclusive and diverse workplace. We welcome applications from individuals of all backgrounds, particularly those from underrepresented groups, including people of colour, LGBTQIA+ individuals, and others who will enhance the diversity of our team.