Hertford College, Oxford

Catering Assistant
Further Particulars

Job Title: Catering Assistant
Department: Catering
Contract Type: Fixed-term (ending 29.02.2020)
Hours: 40 hours per week
Salary: £19,146 per annum
Responsible to: Front of House Manager & The Head Chef
Supports: Other members of the Catering team

The College

Hertford is one of the larger Oxford colleges, with roughly 650 students, two-thirds of whom are undergraduates. The main site lies in the heart of Oxford, occupied from the later thirteenth century by Hart Hall and, from 1740 until 1816, by the first Hertford College; and then, from 1822, by Magdalen Hall which was re-founded in 1874 as the second Hertford College.

The Fellowship, which has responsibility for the governance of the college, currently consists of forty fellows, the majority of whom are involved in undergraduate teaching. In addition, thirty lecturers supplement teaching provision, and around 100 members of administrative and domestic staff coordinate and support key activities. Fellows, lecturers and students are drawn from a range of disciplines across the four Divisions (Humanities, Social Sciences, MPLS, and Medical Sciences). Academic and administrative offices are on the main site, as is accommodation for many students, complemented by further accommodation for both graduates and undergraduates at various other sites around Oxford.

The college has a reputation for being both progressive and friendly. It was one of the first colleges to go mixed, and the ratio of female students to male remains comparatively high. For over 50 years, Hertford has championed access for students from backgrounds under-represented at Oxford, and this continues to be the focus of our outreach work.

The Role

We are currently recruiting for a Catering Assistant to work full-time covering maternity leave. Working as part of a busy College team you will be working front of house serving the customers and using tills, back of house assisting with washing up and you may need to assist
with food preparation within the kitchen as and when required, for functions, events and cover for peak seasonal business. Evening and weekend working will be required, rotas are scheduled at least a week in advance.

**Main Duties of the Role**

The full range of duties will be kept under review and may be adjusted in response to the evolving needs of the College. Previous catering experience would be an advantage, but not essential as full training will be given.

**Main Duties**

To perform duties connected with the provision of a meal service for Guests, Students, Fellows and Staff, including:

- Laying up of tables in Main hall or functions rooms.
- Attendance & serving in the Main hall and other function areas during meal service and table clearing.
- Assistance with any special preparations for College Functions.
- Ensuring that silver and cutlery is checked and returned after use.

There are also associated cleaning duties which include:

- Daily cleaning of areas within the buttery.
- Cleaning of silver, glasses and cutlery prior to tables being laid.
- Assistance with washing up either by hand or by machine.

To assist in the kitchen which includes:

- Assisting with deliveries to the kitchen
- Food preparation

**Training and Correct Working Methods**

- To participate in training designed to minimize occupational risks.
- To wear any protective clothing supplied and follow directions on safe working methods.
- To use equipment as directed by the Front of House Manager or other colleagues.
- The post holder will be required to be familiar with, and work in accordance with, all College’s policies and procedures.

**Other Duties**

The post-holder may be required to undertake other duties at the direction of the Head Chef, Front of House Manager or Head of Catering, and to provide cover for colleagues (all sites) in the event of absence or scheduled events.
Person Specification

Candidates from a range of backgrounds are encouraged to apply for this role. The ability to demonstrate possession of the skills and qualities specified below is more important than experience in a similar role.

Essential
You will need to demonstrate:

- excellent communication skills and able to build effective working relationships with other teams within the Catering Department and the wider College;
- excellent customer service skills, being polite and helpful at all times;
- a flexible approach to work, ability to work evenings and weekends as required;
- a co-operative and positive “can do” attitude, team members will be required to help each other out in order to ensure that the catering function as a whole maintains excellent standards of service;
- a willingness and quick to learn, applying training to daily practice;
- able to work resourcefully, as a member of a small team – this includes being willing to take ownership of duties as directed, and possessing the judgement to know how and when to act on your own initiative, and when to refer to others;
- that you are reliable, with good timekeeping;
- a clean and tidy appearance;
- that you are able to physically fulfil the requirements of the role which involves standing, carrying and lifting.

Desirable
The post-holder will ideally possess:

- Previous catering experience would be an advantage, but not essential as full training will be given.
- Experience in a University, College or similar environment, and empathy for its operations and practices.

Terms and Conditions

This is a fixed-term role ending on the 29th February 2020 covering maternity leave. 40 hours per week to be rostered over 5 days over a 7-day period. Evenings, weekends and bank holidays will be required.

The salary will be £19,146 per annum pro-rata. The post is eligible for membership of the OSPS pension scheme.

The college offers an annual leave entitlement of 28 working days, plus Bank Holidays. The Christmas closure period (usually five days) is mandatory and deducted from your leave entitlement. If you are on duty a meal is provided free of charge when the kitchens are open.
Other staff benefits are outlined on the HR section of the college website: https://www.hertford.ox.ac.uk/and-more/vacancies

The appointment is subject to a probationary period of six months. The college may initiate a DBS check during employment.

**Application and Appointment Procedure**

Those wishing to apply for the post should email the following documents, preferably as a single pdf string, to hr@hertford.ox.ac.uk by noon on Thursday 31st October 2019:

1. CV (maximum two sides of A4, to include the names and contact details of two referees);
2. A covering letter detailing how your experience, skills and qualifications meet the criteria for the post;
3. A completed Employment Application Form (available from www.hertford.ox.ac.uk/about/vacancies).

Applicants are also asked to complete and return an Equal Opportunities Monitoring Form (available from the college website www.hertford.ox.ac.uk/about/vacancies). The information collected on the Equal Opportunities Monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the college’s equality policy. Completed forms should therefore be sent to hr@hertford.ox.ac.uk as a separate document, and not contained in the same string as the other application materials.

Interviews will take place on W/C 4th November 2019. References will only be taken up for the successful candidate.

Candidates must be eligible to work in the UK, and the appointment will be subject to provision of proof of the right to work in the UK before employment commences. Regrettably, the college is not able to sponsor applicants for a Tier 2 visa for this post.

The position may be discussed further with the Front of House Manager (jamie.tong@hertford.ox.ac.uk).

In accordance with the General Data Protection Regulation (GDPR), we have implemented a privacy notice to inform you, as a prospective employee of our college, of the types of data we will process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data. This Privacy Notice can be found on our website at this address: https://www.hertford.ox.ac.uk/privacy.

**Hertford College is an Equal Opportunities Employer**