



JOB DESCRIPTION

Catering Service Assistants

Department	SCR/Hall
Salary	£14.06 per hour. In addition to this rate, you will be paid an additional 12.07% in lieu of holiday bringing the total to £15.76 per hour.
Hours	Full and part time hours are available. Flexible shifts can be discussed. Shifts may include some weekend and evening working.
Contract type	Casual – hourly-paid.
Reporting to	Head Butler and/or Deputy Head Butler in their absence
Contact	SCR/Hall staff, kitchen staff, students, Fellows, visitors, casual workers
Additional information	A free meal is provided whenever you work a shift of six hours or more A uniform is provided. Parking and accommodation is not available.
Start date	As soon as possible
Standards	 We are a certified Oxford Living Wage employer  INVESTOR IN PEOPLE

Wadham College

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 250 postgraduates, around 70 Fellows and more than 130 support staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010. Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be an Oxford Living Wage employer since April 2015 and has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. The current Warden is Robert Hannigan (Classics, 1983) who came to Wadham in September 2021.

Further information about Wadham College can be found at www.wadham.ox.ac.uk

General Overview

The SCR/Hall team is a well-regarded, experienced department whose full-time management team comprises of:

- A Head Butler
- Two Deputy Head Butlers

The team also includes Assistant Butlers, Catering Service Assistants and additional support from casual workers on a flexible basis. The team works closely together to support one another, if required, and regular team meetings are held to ensure everyone is kept up-to-date with key events.

The Catering Service Assistant is a key member of the SCR/Hall team in providing the highest standard of catering service, cleanliness and hygiene. The post-holder will work across all catering service areas and departments to provide cover during colleagues' absences for events, late and early meals. The post-holder will be working daily in Refectory, Hall and other parts of the College as required.

Responsibilities and duties

1. Working as part of a busy catering team and liaising with members of kitchen staff.
2. Serving a variety of people at all levels including students, Fellows, staff and conference guests.
3. Carrying out daily routine tasks for example:
 - a. waiting on tables;
 - b. setting up tables and servicing college events;
 - c. operating equipment including PC/till;
 - d. assisting in food service;
 - e. cleaning of all service areas and ensuring this meets with hygiene procedures and regulations and cleaning schedule.
4. Carrying out cleaning as per schedules.
5. Maintaining visual checks within work area identifying possible hazards and rectify or report to the Head Butler or Deputy Head Butler.
6. Adhering to the correct procedures according to COSHH regulations when using approved chemicals. Working safely and complying with all Health and Safety regulations and COSHH.
7. Complying with the Food Safety Act and General Food Hygiene Regulations.
8. Ensuring that high standards of personal hygiene and presentation are adhered to at all times, including wearing appropriate uniform and PPE.
9. To supervise staff and casual workers when directed to do so.
10. To undertake stock-takes and complete records, as requested
11. Maintain visual checks within work areas, identifying possible hazards and rectify or report to the supervisor on duty.
12. To comply with security procedures.
13. To undertake any job-related training requested by the College
14. To maintain strict confidentiality at all times.
15. To comply with College data protection and information security policies and ensure processes and communications conform to College GDPR (General Data Protection Regulation) requirements.
16. To work as part of a busy team and be flexible and willing to help colleagues when required.
17. To be flexible and willing to help colleagues when required.
18. To undertake any other duties appropriate for the role.

PERSON SPECIFICATION AND SELECTION CRITERIA

Essential

1. Relevant experience of working in a similar catering role or catering environment.
2. Experience of working in a role with direct contact (face to face) with people.
3. Experience of working as part of a busy team.
4. Good communication skills, including the ability to communicate with staff, students and visitors.
5. The ability to deliver excellent customer service.
6. A good standard of spoken and written English.
7. Basic knowledge and understanding of Health and Safety issues, particularly related to food hygiene.
8. Capable and willing to work on own initiative and as a team.
9. Attention to detail.
10. To maintain strict confidentiality at all times
11. Able to follow management instructions
12. The ability to work under pressure to meet deadlines.
13. Willing and capable to be flexible, including working shifts and weekends.
14. Possess a valid Food Hygiene qualification, or be willing to train for one.
15. A willingness to undertake training in relation to the role.
16. To be polite, honest and reliable
17. To be presentable and maintain dress and department standards

APPLICATION PROCESS

Applicants are asked to complete an application form, including the contact details of two individuals willing to act as referees:

Applications are invited immediately, and the vacancy will remain advertised until the positions are filled. Shortlisted applicants will be notified for interview and all applicants will receive a response as soon as possible.

Applications should be sent to: vacancies@wadham.ox.ac.uk or alternatively the HR Department at Wadham College, Parks Road, Oxford, OX1 3PN.

Special Arrangements

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

Data Protection

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: [GDPR Framework \(ox.ac.uk\)](#) This includes a copy of the Privacy Notice for Job Applicants.

Wadham College Equality Statement

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

Values Statement

Wadham has a cherished tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This inclusiveness, underpinned by mutual respect and consideration, enriches us all.

GUIDEANCE FOR STUDENTS ON PAID WORK EXPERIENCE UNIVERSITY OF OXFORD ONLY

The details below are taken from the University of Oxford website under 'Oxford Life/ Skills and work experience.' <https://www.ox.ac.uk/students/life/experience?wssl=1>

Undergraduate students: Term-time employment is not permitted except under exceptional circumstances and in consultation with your tutor and senior tutor. During vacations you will be required to complete academic work and this should take priority over other commitments. However, the Careers Service can help you to find work experience placements during the vacations, with the agreement of your tutor.

Graduate students: If you do decide to undertake a limited amount of paid work during your studies, whether as part of your academic development or to help to support yourself financially, you must observe the University's paid work guidelines and ensure that any paid work undertaken does not adversely affect your studies or ability to complete your course on time.

International students: If you are studying at Oxford under the terms of a visa, refer to visa and immigration for information regarding working in the UK.

Within the paid work guidelines, the following may be possible:

- Teaching opportunities: departments and colleges are sometimes able to offer teaching work.
- Demonstratorships - in the experimental sciences, graduate students can sometimes work as a demonstrator in practical classes.
- Research Assistantships - these are available from some departments and faculties.
- Junior Deans – Advertised by colleges, these positions involve providing pastoral care to other students and being on-call day and night several times a week. Junior Deans normally receive free college accommodation, free meals and a modest annual stipend