Job Description

Job Title: Food Service Assistant

Salary: £20,176 per annum plus bonus

Hours: 40 per week, 5 days out of 7 on a rota basis

Supervised by: Hall Supervisors and Butler

Job Contribution: Working as part of the Front of House team to provide an excellent service of food and drink for the students, staff, SCR and conference guests. Contributing to the good teamwork and to the successful performance of its key tasks.

Background: Oriel College, founded in 1326, is situated in the heart of Oxford and is home to around 300 undergraduates and 250 post graduates as well as 100 members of academic staff and 120 support staff.

The Front of House team oversees the food service for students, functions and formal events, conference guests and staff. The College also caters for departmental and society events, black tie formal dinners and small conferences. Outside of term time, the College opens its’ doors to large conferences and a small number of bed and breakfast guests.

Main Duties of the Role:

- To provide a professional food service, serving food to the college standards as directed by the Hall Supervisors and Butler
- Setting up and clearing tables, cleaning and polishing equipment and areas of service
- To serve food in a hygienic way
- To know about the food which you are serving
- To understand and know the ingredients for guests with allergies.
- To be work across all areas of the College that offer a food and drink service including the hall, Bar, SCR.
- To ensure that you are correctly dressed, adhere to high personal hygiene standards.
- To maintain a professional working relationship with the food service team.
- Deal with customers at all times in a friendly and professional manner.
- Assist members, visitors and colleagues with a disability as appropriate.
- Co-operate with colleagues in the interest of College students
- All maintenance issues reported immediately to your Supervisors or Butler following the correct procedure.
- Replenishing and reporting when items are running low
- Must attend all H & S, Fire and Food Safety Training as directed by designated Line Manager.
- Act within health and safety policy/procedures, to ensure a safe working environment have a complete understanding of college procedure in the event of a fire.
• Ensure security for both self and all departments

Experience and Qualifications:
• On-job training will be given.
• NVQ level one, certificate in basic food hygiene.

Essential Qualities:
• Clean smart appearance
• Good interpersonal skills
• Friendly and professional approach, with an interest in food.
• Able to work effectively in a team
• Initiative
• Reliable
• Good written and spoken English

Desirable:
• Experience of working in a bar environment
• Experience working in college, hotel or similar in a food service role

Benefits Include:
• 38 days holiday (including public holidays)
• Generous pension scheme,
• Bike and bus travel loan scheme
• Free meal on duty (when the kitchen is open)
• Discounted membership of university sports facilities
• Training provided

A full list of benefits for employees is available