**Oriel College**

UNIVERSITY OF OXFORD

**Job Title:** Food Service Assistant, 40 hrs per week.

**Salary:** £25,379 per annum.

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

**Supervised by:** Butler and Hall Supervisors.

**Job Contribution:** by helpingto provide an excellent service of food and drink for the SCR, students, staff and conference guests you contribute to the good teamwork in the Kitchen and to the successful performance of its Key tasks.

**Main Duties:**

* Provide welcoming and high-quality hospitality and customer service at all times.
* Assist the Butler and Front of House Supervisors in all areas of the catering operation (serving a wide range of internal and external events and meeting dietary requirements), including laying and clearing tables in Hall or functions areas depending on operational needs.
* General cleaning of dining and function rooms.
* Cleaning and polishing of equipment including silverware. Check and return silver and cutlery after use
* To serve food in a hygienic way and to know about the food you are serving and the ingredients for guests with allergies.
* Make sure all cleaning products are available where they are needed.
* To ensure that you are correctly dressed and adhere to high personal hygiene standards.
* Act within Health and Safety Policy and procedures to ensure safe working environment for all.
* Maintain a professional working relationship with the food service team and other departments.
* Conduct manual domestic duties, including manual handling and carrying.

**Qualities, Experience and Qualifications**

* Clean smart appearance, friendly and professional approach, with an interest in food.
* On-job training will be given.
* NVQ level one, certificate in basic food hygiene.
* COSHH training.
* Food allergy training.

**Benefits**

In return we offer 30 days holiday plus 8 bank holidays, meals on duty (when the kitchen is open), contributory pension scheme, travel loan scheme, Cycle to Work scheme, discounted membership to University leisure facilities

**All appointments are subject to proof of the candidate’s legal right to work in the UK**