

JOB DESCRIPTION

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| Job title | Food Service Assistant |
| Department | Hall/SCR |
| Location | Oriel College, Oriel Square, Oxford OX1 4EW |
| Salary | £25,379 per annum |
| Hours of work | 40 hours per week, 5 days out of 7 on a rota basis |
| Contract type | Permanent |
| Reporting to | Head Butler and Hall Supervisors |

Overview of the role

Helping to 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.

Responsibilities

- 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.

Selection criteria

- 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.

About Oriel

Oriel College is the 5th oldest Oxford College of the 39 self-governing and independent colleges within the University of Oxford and the oldest Royal Foundation; in 2026 we will be celebrating our 700th birthday. Described by our students as 'the perfect size', with around 600 students we're slightly smaller than the average Oxford college, and our community is tight knit and friendly. Oriel brings together a world-class academic community of leading academics and researchers with high achieving and motivated students, underpinned by around 120 people working in the professional support teams.

Located right in the middle of Oxford in beautiful buildings, the College has a rich history and has been home to Saint John Henry Newman, Saint Thomas More, Sir Walter Raleigh and two Noble Laureates, amongst many other influential thinkers.

For more information about Oriel College, please visit <https://www.oriel.ox.ac.uk/>

Pre-Employment Screening

All appointments are subject to proof of the candidate's legal right to work in the UK and receipt of satisfactory references.

You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Data Protection

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Employee Benefits*

- 38 days holiday (including bank holidays)
- Pension scheme
- Employee Assistance Programme
- Free lunch on each day worked (when the kitchen is open)
- Travel loan scheme (bus and bike)
- Free eye tests and a contribution towards new lenses/glasses if your prescription has changed (for VDU users)
- Flu jab (reimbursement)
- Annual pension review meeting
- Staff social events
- Free entrance to The University of Oxford Botanic Gardens
- Free entrance to Harcourt Arboretum
- Free membership (via application) to Wytham Woods
- Free access to visit the 45 Colleges that make up Oxford University plus University Libraries
- Free membership of the University Club (social, sporting and hospitality club)
- Free entrance to University museums

Retail

- 10% discount at Ashmolean Museum Café and shop
- 10% discount at Bodleian Library shop
- 10% discount at OUP bookshop
- 15% off at Blackwell's bookshop in Oxford
- Discounts online and in local shops via following the link <https://hr.admin.ox.ac.uk/discount-codes>
- Discounts on over 100 national brands by applying for a FREE TOTUM Discount card
- Discount on retail, food and fitness via applying for a UNiDAYS account
- Discount on retail, food and fitness via applying for a Student Beans account
- Discount at Howdens Oxford quoting Oxford University

Fitness

- Discounted membership to University sports facilities, Iffley Road
- Discounted membership to the University Club, Mansfield Road (social, sporting and hospitality club)
- Up to 30% discount at various gyms via student membership app UNiDAYS

Healthcare

Discounted private healthcare via Eduhealth <https://www.eduhealth.co.uk/oxford-university>

IT Software

- Free Office 365 software download on up to 5 devices
- Free antivirus software

Training and Development

- Free access to hundreds of online training courses
- Free training via LinkedIn Learning

*Please note that with the exception of holidays and pension provision, the benefits listed are non-contractual and may be subject to change or withdrawn.