

JOB DESCRIPTION

Job title	Casual Food Service Assistant
Department	Hall/SCR
Location	Oriel College, Oriel Square, Oxford OX1 4EW
Salary	£13.11 per hour (plus a rolled-up holiday allowance of 14.5%)
Hours of work	As and when required to cover staff absences and provide additional cover during busy periods.
Contract type	Casual
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.