ST ANNE’S COLLEGE
OXFORD

GENERAL ASSISTANT – DINING HALL

Full time, permanent, £16,518

St Anne’s is a modern, informal, academically ambitious College and is one of the largest in the University. It is known for its domestic setting and the diversity of its student body. It is an energetic and friendly co-educational community of some 730 students plus tutors and staff.

In addition to a busy life in term time, St. Anne’s is a leading College venue for conferences, functions and visiting academics from all over the world in vacations.

We are currently looking for a full time General Assistant to work in the Dining Hall.

Hours per week: 36.25 (meal breaks are unpaid)

Hours per day: Variable (including weekends and evenings), according to shift roster. Two days off are usually given per week.

Responsible to: Catering Manager

Duties:
- Provide servery, plate and buffet services to the highest standard when and where required.
- STACS (coffee shop), serve meals, snacks and beverage to a high standard
- Handle cash and manage the tills effectively
- Prepare food service areas as and when required
- Prepare tables for service in all areas of College
- Clear tables as required
- Stock and replenish counters, display fridges etc. as necessary
- Cleaning and maintain service areas
- Occasion evening bar work, service of alcoholic and non-alcoholic beverages
- Provide a courteous, friendly and helpful service to all customers
- Provide guidance to casual members of staff
- Working in any area of the Catering Department to meet the needs of the College
- Complete health and safety control sheets such as temperature control of fridges and cleaning schedules
- Ensure a high standard of personal cleanliness/ hygiene at all times and work in a hygienic way.

Person Specification:
- Experience in food service
- Excellent personal presentation
- Team player
- Experience in cash handling
- CIEH level 2 award in Food Safety in Catering (Basic food hygiene certificate) or equivalent
- Reliable, flexible and willingness to ensure the smooth running of the Department
- Excellent time management skills
- Ability to work to a high standard unsupervised
- Ability to converse fluently in English

The above list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks.