Front of House General Assistants (Waiting Staff)
Full time, permanent
£22,425 per annum (£11.89 per hour)

The College

One of the largest Colleges in the University of Oxford, with around 830 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing, including as an Assistant Commissioner in the Metropolitan Police.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit [http://www.st-annes.ox.ac.uk](http://www.st-annes.ox.ac.uk)

The Catering Department

St Anne's College Catering Department has a long history of providing a very high standard of food and service to its many students, staff, conference guests and visitors, attending or visiting College, throughout the year.
The role

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
- Manage the tills effectively – contactless payments
- 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

Essential

- Experience in food service
- Excellent personal presentation
- Team player
- Experience in till transactions
- 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

Desirable

- CIEH level 2 award in Food Safety in Catering (Basic food hygiene certificate) or equivalent

The above list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks. The successful candidate should be prepared to undertake training to equip him or her to discharge the job.
### Terms and Conditions

<table>
<thead>
<tr>
<th><strong>Appointment:</strong></th>
<th>The appointment will be conditional on confirmation of eligibility to work in the UK. Further information is available at: <a href="http://www.ukba.homeoffice.gov.uk/workingintheuk/">http://www.ukba.homeoffice.gov.uk/workingintheuk/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours of Work:</strong></td>
<td>Full time, 36.25 hours per week. Variable hours (including weekends and evenings) according to shift roster. Two days off are usually given per week.</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>£22,425 per annum</td>
</tr>
<tr>
<td><strong>Annual leave:</strong></td>
<td>38 days per annum pro rata, which includes 8 public holidays. Some holiday must be taken during winter closure. All other holidays will be agreed with the manager.</td>
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<tr>
<td><strong>Probation:</strong></td>
<td>Six months</td>
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<tr>
<td><strong>Notice:</strong></td>
<td>1 week, or one month after probation</td>
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<tr>
<td><strong>Pension:</strong></td>
<td>The College offers membership of OSPS</td>
</tr>
<tr>
<td><strong>Meals:</strong></td>
<td>Free lunch is provided on working days, when the post holder works either side of lunch.</td>
</tr>
<tr>
<td><strong>Employee Assistance Programme:</strong></td>
<td>A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.</td>
</tr>
<tr>
<td><strong>Bicycle Scheme:</strong></td>
<td>Assistance to purchase a bicycle through a loan scheme.</td>
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<tr>
<td><strong>Childcare:</strong></td>
<td>St Anne’s have an on-site Nursery.</td>
</tr>
<tr>
<td><strong>Parking:</strong></td>
<td>You may be eligible to apply for a parking permit for which an annual fee applies.</td>
</tr>
<tr>
<td><strong>Volunteering Policy:</strong></td>
<td>St Anne’s offer up to two paid days per year to do volunteering activities.</td>
</tr>
<tr>
<td><strong>Other:</strong></td>
<td>Employment is subject the policies and procedures outlined in the Staff Handbook.</td>
</tr>
</tbody>
</table>
Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

We also request that applicants download and return an equal opportunities monitoring form.

Applications should be sent to recruitment@st-annes.ox.ac.uk

If you would like to discuss the role, or have any queries please call us on 01865 274866 / 284685

The closing date is 4th December 2023 at 12 noon.

Applications should be sent to recruitment@st-annes.ox.ac.uk

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne’s College require that all staff are afforded equal opportunities within employment. Entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here https://www.st-annes.ox.ac.uk/privacy-policy/