



## Casual Front of House General Assistants

### Job Description

Department:	Catering Department
Wage:	£12.00 per hour plus holiday pay
Hours:	Variable, but morning shifts will be required.
Contract type:	Casual
Reporting to:	Senior Dining Hall Supervisor

### The College

One of the largest Colleges in the University of Oxford, with around 770 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.

For further information about the College, please visit <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

This is a casual role with no guarantee of being offered any shifts.

Main 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 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
- Provide a courteous, friendly and helpful service to all customers
- Working in any area of the Catering Department to meet the needs of the College
- Ensure a high standard of personal cleanliness/ hygiene at all times and work in a hygienic way

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

Appointment:	We hope the successful applicant will start as soon as possible. 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>
Wage:	£12.00 per hour plus holiday pay
Hours of working:	Variable hours (including mornings, weekends and evenings) according to shift roster. This is a casual role with no guarantee of being offered any shifts.

### How to apply

If you would like to apply please send us

- an application form (download from our website)
- your CV
- a covering letter stating why you are interested in, and suitable for this role

Applications should be sent to [recruitment@st-annes.ox.ac.uk](mailto:recruitment@st-annes.ox.ac.uk)

Or to HR Office, St Anne's College, 56 Woodstock Road, Oxford, OX2 6HS

If you have any questions please do call us on 01865 274866 or 284685

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: [Privacy Policy - St Anne's College, Oxford](#)