



**Dining Hall General Assistant**  
**Full time, permanent**  
**£25,776 per annum (£13.67 per hour)**

### **The College**

One of the largest Colleges in the University of Oxford, with around 865 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.

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>

### **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.

### **Overview**

<b>Job Title</b>	Dining Hall General Assistant
<b>Location</b>	Oxford
<b>Reports to</b>	Dining Hall Manager
<b>Direct reports</b>	None

## **Duties**

- Maintain high standards of customer service when serving meals from the servery, plate and buffet services.
- STACS (coffee shop), prepare and serve light meals eg pizza, paninis, snacks and beverages to high food safety standard
- Manage the tills effectively – contactless payments
- Prepare Front of House food service areas to College standards in preparation for diners
- Prepare dining and buffet tables for service in all catering areas of College
- Clear tables as required
- Stock and replenish counters, display fridges etc. as necessary
- Cleaning and maintain catering service areas
- Occasional 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 safe, 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 them to fulfil the role.

## **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
- Level 2 Food allergen awareness and control in catering

## Terms and Conditions

Appointment:	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>
Hours of Work:	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.
Salary:	£25,776 per annum
Annual leave:	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.
Probation:	Six months
Notice:	1 week, or one month after probation
Pension:	The College offers membership of OSPS
Meals:	Free lunch is provided on working days, when the post holder works either side of lunch.
Employee Assistance Programme:	A confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Bicycle Scheme:	Assistance to purchase a bicycle through a loan scheme.
Bus pass scheme:	A bus pass can be purchased at a discounted rate
Childcare:	St Anne's offers quality childcare provision services at affordable prices to College staff and students via our on-site Nursery.
Family Friendly Policies:	Salary sacrifice scheme for Childcare. Enhanced family friendly policies.
Flu jabs:	Free annual flu jabs are offered to all staff.
Volunteering Policy:	St Anne's offer up to two paid days per year to do volunteering activities.
Working from Home Policy:	We offer flexible working arrangements subject to job role.
Parking:	You may be eligible to apply for a parking permit for which an annual fee applies.
Other:	Employment is subject to the policies and procedures outlined in the Staff Handbook.

## **Application process**

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

- A completed application form (please 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-anne.ox.ac.uk](mailto:recruitment@st-anne.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 Monday 16<sup>th</sup> February at 12 noon.**

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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-anne.ox.ac.uk/privacy-policy/>