



Catering and domestic assistant: Job description

Job title: Catering and domestic assistant

Department: Catering and Domestic Services - Operations

Responsible to: Catering and Domestic Manager

Catering responsibilities:

- Preparing the dining hall, or other catering areas, for food service, including laying tables, preparing buffet service areas and the moving of furniture.
- Serving meals and clearing tables, both canteen style and waited table service.
- Communicating with customers, paying particular care to dietary needs and allergens, and developing a welcoming rapport with our students, staff and guests.
- Operating a till, ensuring the accurate logging of sales.
- Washing tableware and glassware using a dishwasher, and ensuring that equipment is stored correctly.
- Cleaning the dining hall and kitchen support areas according to the cleaning schedule.
- Clearing waste and emptying bins, maintaining good order within refuse areas.
- Setup and delivery of catering to other areas of the College.

Domestic responsibilities:

- Cleaning communal areas, including corridors, staircases, common rooms, washrooms, and offices.
- Setting up meeting rooms for conferences and events.
- Emptying of bins, with proper care given to recycling.
- Cleaning of outdoor areas within the College, including pathways and steps.
- Assisting, when needed, with the cleaning of student bedrooms.

General responsibilities:

- Maintaining excellent standards of hygiene in all catering and domestic areas.
- Reporting immediately any potential hazards, or any damages to machinery, equipment, utensils and the working environment, to the kitchen management team or to maintenance, as appropriate.
- Observing all requirements of the College's food hygiene policies and health and safety policies, maintaining the highest standards of personal hygiene and presentation.
- Attending and participating in staff meetings and in training and development activities provided by the College.
- Guiding, and working alongside, casual and agency staff.
- Any other duty that falls under the broad objective of this post.

Person specification:**Essential:**

- A proactive and self-motivated attitude to work.
- Excellent time-keeping and reliability.
- Excellent personal presentation and personal hygiene.
- The ability to communicate and work as part of a team.
- Good written and spoken English, sufficient to communicate with others and to follow basic instructions.
- The ability to cope with the physical demands of the job, including standing for long periods, bending, lifting and carrying.
- Eligibility to work in the UK.

Desirable:

- Experience of working in a similar role, especially with cleaning experience or in a commercial catering operation.
- Certificates in Food Hygiene, Food and Beverage services, and/or Cleaning and Support Services (e.g. City and Guilds Food Hygiene Level 2).
- Existing knowledge and experience of health and safety, including COSHH and manual handling.

Hours of work	37.5 hours per week, 5 days out of 7. This will typically be 7am-3pm Monday to Friday, with breaks. Some weekend work and flexibility with hours may be required outside of term-time, with notice.
Salary and benefits	<p>The salary will be £16,675 pa, based on an hourly rate of £8.55 per hour, and will be reviewed each year according to Living Wage calculations.</p> <p>The post is pensionable and the College has a health plan for employees.</p> <p>There is a total of 28 days holiday a year (including Bank Holidays), to be taken as approximately 3 weeks by arrangement plus approximately 4 days over the Christmas/New Year period when the college is closed. Holiday is not normally taken during term time; the May Bank Holidays are normally worked and days taken in lieu during the vacations.</p>
Probation period	There is a probation period of three months, during which one week's notice must be given; thereafter, the notice period is one month.

- Application** Candidates should complete the application form available on the College website: www.rpc.ox.ac.uk/vacancies and send it to Fiona Floate, Regent's Park College, Pusey Street, Oxford, OX1 2LB, or send it electronically to fiona.floate@regents.ox.ac.uk.
- Closing date:** 12 noon Friday 22 September 2017
- Interviews** Interviews will be held during the week beginning 25 September 2017.
- Equal Opportunities** The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment with the University 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. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.
- For monitoring purposes we ask that an equal opportunities form be completed and these are sent out on receipt of an application.
- Right to Work** The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.** Normally passport with relevant visa, residence permit or EEA ID card suffice. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.
- Valid NI number** The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HMRC website at <https://www.gov.uk/apply-national-insurance-number>.