

CASUAL CATERING ASSISTANT

FURTHER PARTICULARS OF THE JOB

JOB DESCRIPTION

Department : Catering and Events

Job Title : Casual Catering and Events Team member

Responsible to: Front of House Manager/College Steward

Main purpose of the job:

To provide support to the Catering and Events department while maintaining highest standards of customer service by performing a range of tasks including setting up function rooms, buffet and coffee stations, serving food and beverages (including alcohol), assisting with the preparation of the formal dinners and serving during such events. Also, to provide support to the following areas as required: College Hall, kitchen hot counter, College Common Room and Café.

Relationships:

1. Responsible to: Front of House Manager/College Steward
2. Liaison with: Front of House Team, Catering Administrator, Head Chef, Senior Sous Chef

Main Tasks of Job:

1. To set up rooms, tables, buffet and coffee stations as required
2. To deliver and serve food and beverages including alcohol
3. To liaise with senior team members to ensure that services meet the required standard
4. To polish glasses, cutlery and crockery and fold napkins as required
5. To maintain the Hall tables clean and presentable
6. To keep the Common Room clean and tidy and ensure that enough coffee and other supplies are available for members
7. To operate the till in the College Hall if required
8. To assist in the College Café if required
9. To respond to customers enquiries and requirements in a polite and efficient manner
10. Any other reasonable duties as requested by the Head of Catering and Events, Assistant Front of House Manager, Events Hosts or Senior Chefs.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications Knowledge Skills/abilities Work Experience	Ability to understand and follow instructions Ability to carry heavy trays (with food, crockery etc.) Ability to stand and walk for long periods of time Ability to work well within a busy team Ability to work with minimum supervision Excellent customer service skills Good communication skills Basic computer skills (training on the till will be given)	Experience in a similar position, ideally including working in a bar Customer service experience and/or training
Personal Qualities	Enthusiasm for work and training Flexibility Friendly and polite demeanour Honesty Initiative and positive, can-do attitude Respect for and ability to work with people from different backgrounds and of different capabilities	

TERMS AND CONDITIONS:

Appointment:	This is a casual post available immediately.
Hours:	Work will be will be offered as required. If the candidate commits to any set hours they can work and those hours are offered by Wolfson, the candidate must fulfil that commitment, unless in an emergency but notice must be given as soon as possible.
Training:	Training on the job will be given. Other training courses may also be available.
Rate of Pay	£12.82 which includes a basic rate of £11.44 per hour and a holiday equivalent of £1.38 per hour.
Notice period:	If you cannot attend for work which you had already agreed to attend you are required to give as much notice as possible to the Head of Catering and Events
Other conditions	Work will be offered subject to providing evidence of the right to work in the UK, completion of the health questionnaire and signing a contract for casual work.

Equality of opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant 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.

Data Protection

All data supplied by candidates will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the UK GDPR and Data Protection Act 2018, and the College's Data Protection Policy which can be found on the College's website at www.wolfson.ox.ac.uk/policies/data-protection-policy.

APPLICATION:

Applications should include an application form and a covering letter explaining why you are interested in this post and any relevant circumstances affecting your availability. Applications should be sent by email to recruitment@wolfson.ox.ac.uk.

There is no closing date for this post. Applications will be assessed as they are received.