

## BARISTA

### FURTHER PARTICULARS OF THE JOB

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Wolfson College is one of the largest graduate colleges in the University of Oxford, with over 800 students. It has a strong egalitarian and democratic ethos and is increasingly known as one of the most energetic, innovative, and welcoming scholarly communities in Oxford.

The College's modern and outstanding café, opened in 2016 and situated close to the main entrance, has quickly become a popular place for relaxed study or socialising.

#### JOB DESCRIPTION

**Responsible to:** Front of House Manager/College Steward

**Liaison with:** Front of House Manager/College Steward and Front of House Supervisors, relevant College departments.

#### Main purpose of the job:

Providing excellent service to members of the College and visitors at the College Café and Common Room.

#### Specific Duties:

- To prepare and serve top quality coffee and other drinks and food
- To open and close the Café ensuring that all equipment is turned off and that any other H&S requirements are complied with
- To open, stock and maintain the Common Room throughout the day
- To assist in ordering and checking supplies
- To clear and clean the tables
- To ensure that the Café and Common Room areas are pleasant and welcoming at all times
- To check that orders have been correctly delivered and charged for
- To clean the coffee machines in the Café and Common Room, and ensure they are maintained in good working condition
- To wash up dishes and clean the kitchen areas
- To clean the Café and Common Room areas in accordance with the H&S regulations
- To ensure that risk assessments are complied with
- To keep cleaning and temperature records
- To operate the till, and deal with cash and non-cash transactions, to balance the till on a daily basis
- To promptly report any maintenance issues to the Front of House Manager/College Steward and/or Home Bursar
- Any other reasonable duties as requested by the Front of House Manager/College Steward or Executive Chef/Head of Catering and Events

## PERSON SPECIFICATION

| Essential  | Desirable   |
|--|---|
| <ul style="list-style-type: none"> <li>• Proven working experience in a similar position</li> <li>• Barista experience and ability to make excellent coffee</li> <li>• Excellent communication and customer service skills</li> <li>• Excellent organizational skills</li> <li>• High standards of personal and food hygiene</li> <li>• Excellent team worker</li> <li>• Initiative, self-motivation and a can-do attitude</li> <li>• Flexibility to work extended hours if necessary and to cover holidays and other absences</li> <li>• Computer literacy</li> </ul> | <ul style="list-style-type: none"> <li>• Barista training</li> <li>• Food hygiene certificate</li> <li>• COSHH certificate</li> <li>• Awareness of relevant H&amp;S requirements</li> </ul> |

## TERMS AND CONDITIONS:

|                                  |   |
|----------------------------------|---|
| <b>Appointment:</b>              | The post is available from mid-October 2024. It is full-time and permanent with a 3 months' probation.  |
| <b>Hours:</b>                    | Working hours are 40 hours per week, 9 am to 5.30 pm Monday to Friday, with an unpaid 30-minute lunch break. The post holder may be required to temporarily alter these hours or work additional hours to cover holidays and other absences during other shifts, if necessary, which may include weekends. Time off in lieu will be given for any additional hours accrued. |
| <b>Training:</b>                 | Initial training will be given. The Barista will be expected to participate in all required training, such as Food Hygiene or First Aid at Work. Training normally takes place during working hours, otherwise time off in lieu will be given.  |
| <b>Annual Leave Entitlement:</b> | 31 days' <i>pa</i> plus 8 Bank Holidays, pro-rata for part-time work.   |
| <b>Salary and Benefits:</b>      | The salary for this post will be £23,795 per annum for the 40 hours week. Benefits include: free meal within allowance, pension scheme, free parking, travel loan schemes and more.   |
| <b>Notice period:</b>            | 1 week during probation, 1 month thereafter   |
| <b>Other conditions</b>          | The post is subject to providing evidence of the right to work in the UK, satisfactory references, completion of the health questionnaire and signing a contract of employment.   |

## **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 Data Protection Act 2018 and the College Data Protection Policy (available on the website at <https://www.wolfson.ox.ac.uk/data-protection> )

## **APPLICATION:**

Applications should be sent by post to HR Department, Wolfson College, Linton Road, Oxford OX2 6UD or by email (preferred) to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk) and should include:

- an application form completed in full.
- a covering letter, which explains why you are interested in the post, how you meet the person specification criteria, and why you are leaving your current employment (if applicable)

We will contact your referees at the shortlisting stage unless you make it clear in your application that you do not wish us to do so.

***The closing date is 9 am on Monday, 29 July 2024. Interviews will be held on Wednesday 7<sup>th</sup> August 2024.***