

## CASUAL MEAL CHECKER

### FURTHER PARTICULARS OF THE JOB

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#### JOB DESCRIPTION

**Job Title:** Meal Checker

**Main Purpose of Job:**

To check meals at the till in the Hall in a correct and efficient manner

**Reports to:** (Catering) Office Manager

**Main Tasks of Job:**

- Operating the till in order to check meals: scanning ID cards if necessary, selecting correct sales options, inputting correct transactions and confirming the total amount to be charged.
- Responding to queries at the till in a competent and polite manner.
- Exercise reasonable care to keep safe all documentary or other material containing confidential information, and return to the College any such material in the post holder's possession at the time of termination of employment with the College, or at any other time upon demand.
- The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the College and the overall objectives of the organisation.

#### PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none"> <li>• Honesty and trustworthiness</li> <li>• Customer service awareness</li> <li>• Friendly manner in interacting with others</li> <li>• Excellent time keeping</li> <li>• Basic computer skills</li> <li>• Ability to work with minimum supervision</li> <li>• Flexibility</li> <li>• Punctuality</li> <li>• Ability to work in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a similar position</li> <li>• Customer service experience or training</li> </ul>

<ul style="list-style-type: none"> <li>• Ability to show initiative</li> </ul>	
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## TERMS AND CONDITIONS:

<b>Appointment:</b>	This is a casual position.
<b>Hours:</b>	Each shift starts 15 minutes before the till is open. The shifts are from 11.45am to 2pm Monday to Friday, 5.30pm – 7.30pm Monday to Friday and 9.15am – 11.30am on Saturday.
<b>Training:</b>	Training on the job and written instructions will be given.
<b>Annual Leave Entitlement:</b>	Casual workers are paid a holiday equivalent on top of their basic rate of pay. No additional holidays are given.
<b>Wages:</b>	The rate of pay is £11.44 per hour increased by £1.38 holiday equivalent, which makes the total rate of pay £12.82 per hour.
<b>Other conditions</b>	You are free to accept or decline offers of work. The post is subject to a satisfactory completion of the right to work check and signing a casual contract.

### 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](http://www.wolfson.ox.ac.uk/policies/data-protection-policy).

### APPLICATION:

Applications should include

- an application form and
- a letter explaining how you meet the selection criteria. This should be sent by email to [recruitment@wolfson.ox.ac.uk](mailto:recruitment@wolfson.ox.ac.uk).

**There is no closing date for applications. Suitable candidates will be interviewed as soon as possible.**