



## Job Description

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| <b>Job Title:</b>      | Food Service Assistant   |
| <b>Department:</b>     | Hall – Domestic Bursary  |
| <b>Responsible to:</b> | Head Chef with line management to the Hall Managers and Hall Supervisors |
| <b>Liaison with:</b>   | Fellows, Students, College Staff, External Customers.                    |

### Overview

University College was founded in 1249 and is known for being the oldest Oxford College. Rich in history we offer first class catering and hospitality to our students, Fellows and visitors. Our Great Hall seats up to 170 guests; in addition there are smaller private dining rooms used throughout the whole year. We offer a self-service option for our students and visitors through our modern Buttery; providing hot meals along with sandwiches, salads and soup. We also run a student Bar five nights a week.

### Job purpose

Our Food Service Assistants help to deliver our hospitality services in a professional and efficient way. You will be expected to be flexible and work in different areas of the College and its sites.

### Responsibilities:

- Preparation and service of food and drink at dinners and events within the college.
- Setting up and clearing tables, cleaning and polishing equipment and areas of service.
- Serving food in the buttery to students and visitors.
- On occasions to help serve drinks in the Bar (opt-out available if required).
- Deal with customers at all times in a friendly and professional manner.
- Assist members, visitors and colleagues with a disability as appropriate.
- Co-operate with colleagues in the interest of College students.
- Conduct manual domestic duties, including manual handling and carrying.
- Act within health and safety policy/procedures, to ensure a safe working environment.
- Carry out duties as specified by the Hall Manager within the general scope of this post.



## Person Specification

### *Qualities, Experience and Qualifications*

- Previous experience as a waitress/waiter in a hotel or restaurant setting (although, full training in hospitality service will be provided).
- Some experience of bar work is desirable but not essential.
- Excellent communication skills, with proficiency in spoken and written English.
- NVQ level one in food service and food handler's hygiene certificates are desirable but not essential.