### Further Particulars

#### Food Service Assistant

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Food Service Assistant</th>
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<tbody>
<tr>
<td><strong>Term of contract</strong></td>
<td>Permanent</td>
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<tr>
<td><strong>Responsible to</strong></td>
<td>Catering Manager/Head Steward</td>
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<tr>
<td><strong>Working with</strong></td>
<td>Hospitality Team, Catering Team</td>
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<tr>
<td><strong>Department</strong></td>
<td>Domestic Bursary - Hall</td>
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<tr>
<td><strong>Hours of work</strong></td>
<td>40 hours per week on a rotational system to cover mornings, evenings and weekends</td>
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<tr>
<td><strong>Holidays</strong></td>
<td>29 days holiday plus bank holidays (pro rata). The College is closed each year from Christmas to New Year</td>
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<td><strong>Meals</strong></td>
<td>Whilst on duty and when the kitchens are open</td>
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<tr>
<td><strong>Pension Scheme</strong></td>
<td>Automatic enrolment into the Contributory Pension Scheme</td>
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<tr>
<td><strong>Pay</strong></td>
<td>£9.50 per hour; paid monthly</td>
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<tr>
<td><strong>Probationary Period</strong></td>
<td>3 months</td>
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<tr>
<td><strong>Expected Start date</strong></td>
<td>September/October 2021</td>
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<tr>
<td><strong>How to apply</strong></td>
<td>Please complete the application form available from our website <a href="https://www.univ.ox.ac.uk/jobs-at-univ-2/">https://www.univ.ox.ac.uk/jobs-at-univ-2/</a> and email to: <a href="mailto:hr.admin@univ.ox.ac.uk">hr.admin@univ.ox.ac.uk</a> or post to: HR Coordinator, University College, High Street, Oxford, OX1 4BH</td>
</tr>
<tr>
<td></td>
<td><em>Right to work:</em> All applicants must be eligible to work in the UK and will need to bring proof to the interview.</td>
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</tbody>
</table>

*University College is an equal opportunity employer.*

**Data protection:**
All personal information will be treated in accordance with the principles of the GDPR and related UK data protection legislation. If appointed, your application information will be retained securely as part of your confidential staff record. University College Privacy Policy & Information on how Univ uses your data can be found on [https://www.univ.ox.ac.uk/policy-documents/](https://www.univ.ox.ac.uk/policy-documents/)