



WORCESTER COLLEGE OXFORD

CASUAL CATERING ASSISTANT Job Role information

You will be responsible to the Catering Manager through the Hall Supervisor and can expect to undertake the following duties:

- Providing hot counter, plated and buffet services
- Serving and selling meals, snacks and beverages to a high standard.
- Setting tables for day-to-day and high-profile events
- Clearing tables as required
- Stocking and replenishing counters and display fridges
- Cleaning and maintaining service areas to the highest standard
- Provide a courteous, friendly and professional service to all customers
- Working in any area of the Catering Department to meet the needs of the College
- Ensure a high standard of personal cleanliness/ hygiene at all times and work in a hygienic way.

Selection Criteria

Candidates will be assessed on the basis of the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience need not be just from work, candidates may wish to give examples from study, voluntary work or skills gained in their family or social life

Criteria	Essential	Desirable
Experience		
Some experience in a customer facing role preferred but training will be given	X	
Skills and Competencies		
Good communication skills	X	
Good attention to detail	X	

Personal qualities	Essential	Desirable
Punctual and reliable in reporting for shifts offered	X	
A commitment to working to high standards. Willing to work flexibly as part of a team.	X	
Adhere to the dress code and behave in a manner that is appropriate for the College.	X	
Available to work for a variety of shifts which may include daytimes, evenings, weekends, bank holidays.	X	
Silver Service Experience		X
Intermediate English Skill		X
Allergen Awareness		X

Benefits

Clothing: You will be expected to wear a uniform, which the College will provide: Waist coat, Tie, and Polo Shirt/Jumper. Candidates need to supply their own – White shirt, Black trousers and shoes.

Meals: Meals whilst on duty are provided free of charge

Pay: £12.49 per hour

To apply

- To apply for this role you are asked to submit the following three documents:
 - A completed application form;
 - A curriculum vitae (C.V.); and
- Download the Worcester College application form and Diversity Declaration form from the College's website at www.worc.ox.ac.uk/jobs
- Any enquiries relating to the role should be directed in the first instance to Sarah Wozencroft, Catering Manager, Worcester College, Walton Street, Oxford OX1 2HB, [Email: sarah.wozencroft@worc.ox.ac.uk](mailto:sarah.wozencroft@worc.ox.ac.uk), Telephone: 01865 288317.
- A C.V. should be included, but please note that C.V.s submitted on their own will be not considered or accepted as complete applications.
- Email your completed application form, C.V., ideally in PDF format, and other forms to the Human Resources Department at: recruitant@worc.ox.ac.uk
- Please complete a Diversity Declaration form which will assist us with monitoring equal opportunities in recruitment. We can assure you that the information given is kept separately from the information used in recruitment decisions; that all

information is strictly confidential, used purely for statistical purposes and to ensure that policies are being applied fairly.

7. Communication regarding the status and outcome of your application will be made via email.
8. Please apply as soon as possible as we reserve the right to close posts at any time if we feel we have received sufficient applications.