



## WORCESTER COLLEGE OXFORD

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Post</b>	<b>Casual Catering Assistant</b>
<b>Department</b>	<b>Catering</b>
<b>Reports to</b>	<b>Catering Manager</b>
<b>Job grade</b>	<b>Oxford Leaving Wage £13.14</b>
<b>Date</b>	<b>May 2025</b>

#### The College

Worcester is one of the 38 constituent colleges of the University of Oxford. Founded in 1714, it occupies the 26-acre site on the western side of the city where the Benedictines first founded Gloucester College in 1283. Some of the buildings of the earlier college survive, and the resulting mixture of architectural styles, together with the beautiful gardens, lake, and playing field, attract students and visitors alike. The College has c. 400 undergraduates and c. 200 graduate students; of these 260 students live within the boundaries of the College itself, and a further 200 live in College accommodation located within 300 metres of the College Lodge. Like all Oxford Colleges, Worcester is an independent self-governing institution regulated by the Charity Commission. The Governing Body comprises the Provost (Head of the College), who chairs it, and 51 further Fellows: together they are responsible for the admission and tuition of students, for the welfare of all students and staff, and the College's finances.

#### Job Purpose

The hall staff provides a professional catering service to the students, staff, fellows, and guests of the College.

#### Key Responsibilities

A variety of shifts are available to suit your schedule, including days, weekends, and evenings. Because this is a casual role, there is no obligation on the College to offer you any shifts and no obligation on your part to accept any shifts that are offered. If you are offered shifts, you will be responsible to the Catering Manager and can expect to undertake the following duties:

- Provide servery, plate, and buffet services to the highest standard when and where required.
- Serve meals, snacks, and beverages to a high standard.
- Handle cash and manage the tills effectively.
- Prepare food service areas as and when required.
- Prepare tables for service in all areas of College.
- Clear tables as required

- Stock and replenish counters, display fridges, etc. as necessary
- Cleaning and maintaining service areas
- Provide courteous, friendly, and helpful 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 hygienically.

## General obligations

### On a personal basis you are expected to:

- take responsibility for your personal development and be willing to undertake training to improve your performance and knowledge
- provide the highest quality services and work to continually improve standards
- comply with the College's Equal Opportunities Policy and treat staff, students, colleagues, and potential employees with dignity and respect at all times
- understand your responsibilities under Worcester College's policies and procedures and ensure that you comply with them
- perform duties not specifically identified in the job description but which are in line with the general responsibilities of the post

*The job description may from time to time be amended by the College and in addition to the duties set out in it you may be required to undertake additional or other duties within your professional capabilities as are necessary to meet the needs of the College.*

## Person Specification

Candidates will be assessed based on 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 the study, voluntary work, or skills gained in their family or social life.

Criteria
Essential
<ul style="list-style-type: none"> <li>• Some experience in a customer-facing role preferred but training will be given</li> <li>• Good communication skills, including an intermediate level of spoken English</li> <li>• Punctual and reliable in reporting for shifts offered</li> <li>• A commitment to working to high standards.</li> <li>• Willing to work flexibly as part of a team.</li> <li>• Adhere to the dress code and behave in a manner that is appropriate for the College.</li> <li>• Available to work for a variety of shifts which may include daytimes, evenings, weekends, bank holidays.</li> </ul>
Desirable
<ul style="list-style-type: none"> <li>• Good attention to detail</li> </ul>