

FURTHER PARTICULARS

Post Title:	Servery/Kitchen Assistant
Grade and salary:	College Grade 2 - £24,586 pa (£11.82 per hour)
Hours:	Full time, 40 hours per week, Monday to Friday - 7am to 3pm
Appointment type:	Permanent
Reporting to:	Head Chef and Sous Chef in their absence

1. The College

Located centrally in beautiful Radcliffe Square, and dating from 1509, Brasenose College is one of the older Colleges in Oxford. It is a medium sized college with 370 undergraduates, 210 graduate students and 115 support staff. Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting international conferences and Bed and Breakfast guests. For further information please visit the website <https://www.bnc.ox.ac.uk/>.

2. Job Purpose

Working alongside other Servery/Kitchen Assistants, to perform a variety of manual tasks associated with food service in the server, and associated cleaning duties.

3. Job Description

Duties and Responsibilities

3.1 Food Service duties

- To prepare the fresh ingredients for pre-ordered baguettes and salads keeping the working area clean and tidy. This involves chopping foodstuffs and ensuring duty chef has provided the cooked ingredients.
- To ensure the pre-ordered baguettes and salads are ready in time.
- To set up the servery for breakfast and lunch, cleaning down whole area in between each service.
- To prepare and serve hot baguettes during breakfast service for students and staff.
- To serve hot lunch through the servery to staff, students and college guests observing portion control.
- To work in collaboration with the chefs to ensure an efficient service of meals, such as notifying in adequate time when hot foodstuffs are running low during mealtimes.
- To top up the food products in the servery after each service.
- To manage the stock advising the Head Chef or Sous Chef when stock is running low.
- To distribute supplies to staff such as milk, tea, coffee, and sugar.
- To ensure all allergy information is displayed correctly and liaise with the duty chef if the information is not provided.
- To answer customer queries with a positive and helpful attitude responding courteously, referring to the duty chef if needed.
- Help with the preparation of vegetables and the general cleaning of the kitchen.

3.2 Other duties

- To prepare the kitchen laundry prior to collection for cleaning.
- To receive and store the kitchen laundry on its return.
- To carry out weekly checks of all food service equipment as to its serviceability, ensuring the Head Chef is informed of any damage. Reporting items of inferior quality to the Head Chef or Duty Chef in their absence.
- To be responsible for the day-to-day cleaning of the servery area.
- To comply with College's and statutory regulations for hygiene, and health and safety.
- To maintain a high standard of personal hygiene and appearance.
- To wear the protective clothing provided by the College.
- To promote good working relationships and to provide a courteous and efficient service.
- To report any defects of the working area.
- To take part in any training and development sessions or meetings which may be organized from time to time.
- To assist the butchery team if required.
- To undertake any other duties that may be reasonably requested by the Head Chef or Sous Chef.

3.3 General

- The post holder will be required to be familiar with, and work in accordance with, all College's policies and procedures.
- To be willing and prepared to undertake any other duties as directed by Head Chef or Duty Chef.
- The job description may be subject to review in consultation with the postholder.
- To be vigilant and take responsibility for ensuring the kitchen and College property and equipment is kept safe at all times.
- To ensure all personal data relating to individuals is kept confidential in accordance with College policies and relevant data protection regulations.

4. Person Specification and Criteria

Candidates will be assessed based on the criteria set out below and candidates should ensure that their application form provides evidence of how they meet these criteria.

Specification	Essential/ Desirable
High standard of spoken English to be able to communicate clearly with staff and students and to ensure an understanding of instructions	Essential
Able to work without direct supervision	Essential
Some experience and basic knowledge of food preparation and serving	Desirable
Basic Food Hygiene Certificate	Desirable
Able to work flexibly during conference season and other special functions	Desirable
Experience of working in a similar environment serving food to customers	Desirable

5. Summary of Terms and Conditions of Employment

Appointment: This is a permanent full-time post and there will be an initial probationary period of six months. The appointment will be conditional on verification of the successful candidate's 'Right to Work' checks in advance of employment commencing and subject to the receipt of satisfactory references and medical clearance through the University's Occupational Health Services.

Salary: College Grade 2 - £24,586 pa (£11.82 per hour)

Hours of Working: Full time 40 hours per week, 7am to 3pm Monday to Friday with a 30-minute paid lunch break. Some weekend and evening work may be required for which time off in lieu may be given.

The post holder will be required to work the hours necessary to fulfil the job requirements and subject to operational needs. A willingness and ability to adopt a flexible approach to working hours and duties is essential according to the requirements of the College.

Benefits:

- **Pension** – Eligibility to the Oxford Staff Pension Scheme (OSPS). The successful candidate will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.
- **Salary Exchange Scheme** – Staff who join OSPS will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after joining.
- **Annual leave** – The paid holiday entitlement for a full-time contract is six working weeks (30 days) annual leave (5 days to be taken over Christmas break when College is closed) plus 8 Statutory Bank Holidays. Annual leave shall be taken at mutually convenient times agreed in advance with Head Chef. Bank Holidays which fall within the full terms of the University of Oxford are normally worked, for which compensatory time-off in lieu will be given. The holiday year begins on 1 January and ends 31 December. For part years of service entitlement will be calculated as 1/12th of the annual entitlement for each completed month.
- **Meals** – Employees are entitled to take lunch free of charge (where they work longer than 6-hours each day), when the kitchen is open.
- **Welfare Support** – Employee Assistance Programme – a free confidential telephone helpline and online medical guidance. Free annual flu jab.
- **Travel Pass Loan** – A discounted travel scheme is available with monthly deductions from salary.
- **Cycle to Work Scheme/Bike Loan** – monthly deductions from salary.
- **Sports Facilities** – Access to the University sports club.
- **University Card** – For discounts in shops, cafes and restaurants and University leisure facilities.

Other Information: No smoking is allowed on any of the College sites.

6. Application process

To apply submit your CV online <https://submit.bnc.ox.ac.uk/> using the *Applications for Non-Academic Appointments* box.

Closing date: Monday 4th March 2024 at midday

CVs will be reviewed on receipt and shortlisted candidates interviewed.

Early application is encouraged.

Recruitment Monitoring: This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice. You are asked to complete the Recruitment Monitoring Form which is completed through the online application process. The information supplied on the form will play no part in the selection process and will not be seen by any members of the shortlisting panel.

Data Protection: All data supplied by applicants 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 General Data Protection

Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on the website.

https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplication.pdf

Brasenose College is an equal opportunities employer