

<b>Job Title:</b>	Catering Assistant – The Oxford Trust
<b>Salary:</b>	£20,865 pa (based on 37.5-hour week) paid pro-rata for agreed hours worked (£10.70/ph).
<b>Responsible to:</b>	Cafe Manager/Chef
<b>Working arrangements:</b>	Flexible working but typically 09.30-15.00 with Saturday cover as required/ agreed and occasional evenings.
<b>Location:</b>	Wood Centre for Innovation, Quarry Road, Headington, Oxford OX3 8SB

### **Background information**

- *The Oxford Trust*, established in 1985, is a charity with the mission to **encourage the pursuit of science**. We do this by running programmes in innovation, education and engagement. **Science Oxford** is our public and education brand.
- The charity is run by a board of trustees, all of whom hold, or have held, leading roles in business, education or the sciences.
- The position of **Food Service Assistant** is one of 20 full and part-time posts currently employed by the Trust. Our experienced team works with a wide range of stakeholders across the region, enhancing innovation and bringing science to life for young people, their teachers and families.
- The Trust owns two sites in Oxford;
  - the **Oxford Centre for Innovation** in the city centre and
  - **Stansfeld Park** in Headington. This site is home to the **Wood Centre for Innovation** and the **Science Oxford Centre (SOC)** – a hands-on indoor/outdoor facility for early years and primary-aged children.
- The **Wood Centre for Innovation** has a small café facility serving companies based in the centre (weekdays) and public visitors to our Science Oxford Centre (Saturdays and some holiday opening). The café is not open to the public not using our centre.

### **The Role**

This role will involve working in our friendly café taking and serving food/drinks orders, clearing/cleaning tables and supporting the Café Manager/Chef in their duties in providing a first-class service to our innovation centre clients and science centre visitors.

The vacancy is suitable for job share arrangements and flexible working hours allow a good work/life balance.

## **Detailed Job Description**

The Café is an important part of the Oxford Trust's client facing hospitality facilities providing a pleasant place for employees from all the companies on the site to eat, relax and mix. In addition, the café provides hospitality service for on-site business meetings/events and, on Saturdays, is open to visitors to the adjacent Science Oxford Centre with a more limited offering. During some school holidays both public and innovation centre clients are catered for.

### **Catering Assistant - Main Duties and Responsibilities**

- Arrive at work and report to the supervisor on duty in good time, dressed suitably in the uniform provided.
- Be courteous to all customers and fellow workers at all times
- Take orders and process payments for food/beverage
- Clear and clean tables, regularly clear return crockery areas, stacking and emptying the dishwasher.
- Serve food and beverages as required including hospitality spaces
- Restock food and beverages before & between food service sessions
- Ensure all equipment is cleaned and put away, and the area left clean at the end of each shift, reporting any faults to the manager.
- Dispose of all rubbish into the correct refuse bin
- Attend any training courses if requested to do so
- Carry out all reasonable tasks as requested by the supervisor on duty

The above list is not an exhaustive list of duties, and this job description may be subject to change due to organisational need.

### **Work Experience, Skills, Knowledge and Behaviours**

#### ***Essential***

- Good standard of education and fluency in written and spoken English.
- Good level of numeracy
- Exceptional customer service skills.
- Flexible in approach to work and willing to work flexibly as demand requires including some Saturday's and evenings.
- High standard of care and attention to detail

#### ***Desirable***

- Level 2 in food safety in catering
- Experience in food allergen and special requirements

### **General management**

Like everyone else, the Catering Assistant must **take responsibility for their own personal management and development** and **manage physical resources effectively**, including:

- Responsibility for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- Ensuring that the Trust's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- Reading and responding to the organisations communications and information when disseminated.
- Ensuring that all resources (including IT hardware and software) are used safely, legally and efficiently.
- Complying with standing orders, financial regulations and all other Trust policies and systems for ensuring financial probity
- Be willing to undertake additional training, if required

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post-holder) subject to the needs of the Charity, and in keeping with the general profile of this post.