



MAGDALEN COLLEGE OXFORD

Food & Beverage Counter Assistant (Job Reference: CA25003)

Magdalen College is one of the most beautiful of the Oxford colleges with a hundred-acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. Accommodation is provided to over five hundred graduate and undergraduate students. The College also houses several residential Fellows and provides teaching and meeting rooms, offices and common rooms that are serviced seven days a week. The catering team also service the Senior Common Room, providing lunch and High Table dinners. The Buttery provides Breakfast, Lunch and Dinner provision for Middle Common Room and Junior Common Room members in Hall. The Old Kitchen Bar provides a snack bar service throughout the day as well as a licensed bar during the evenings, also providing a venue for students bops and functions. The College is a busy conference venue during the summer months and is also a popular destination for visitors to Oxford during the vacations.

The Food and Beverage Counter Assistant is employed by the President and Fellows of Magdalen College and is responsible under them to the Food & Beverage Services Manager.

Duties & Responsibilities

Food Service

- Providing counter, plate and buffet services to the highest standard when and where required.
- Preparing and assembling food service equipment when and where needed.
- Preparing food service areas as and when required.
- Cleaning and maintaining the service areas to the prescribed College standards and to meet legislation.
- Providing guidance to part time and casual labour.
- Preparing tables for service in all areas of the College.
- Working in any area of the Catering Department to meet the needs of the College.

People Skills

- Providing a courteous and professional service to all College customer groups.
- Readily accepting mentoring and training when and where required.
- Understanding the benefits of teamwork and mutual respect.

Professional Obligations

- Having an open mind to change, and to the development of the Department.
- Providing a quality of service which meets the Catering Code of Practice.

- Feeding back operational information to Line Manager and peers.
- Being prepared to work in any area of the College, to cover emergencies and special business needs from time to time.
- Being commercially aware in terms of service standards and the need to reduce waste.
- Gaining an understanding of legislation and striving to implement it as required.

Administration

- Filling out health and safety and administration paperwork as required.

Health and Safety

- Taking responsibility for your own and your colleagues' health and well-being.
- Commitment to working in a safe and responsible manner at all times.
- Commitment to understanding your responsibilities under the Food Hygiene Laws.
- Maintaining COSHH standards in line with legislation.
- Taking responsibility for personal hygiene and wearing and maintaining the appropriate uniform at all times.

Person Specification (The job holder should demonstrate the following attributes)

- Reliable with excellent time management skills.
- First-class standard of personal presentation.
- Be a team player.
- Have a professional attitude and flexible approach.
- Be motivated and consistent.
- Ambition to develop and improve.
- Willingness to be flexible to ensure the Department attains high standards.
- Understanding or willingness to learn about health and safety of food handling.
- Ability to converse fluently in English.

The above list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks as instructed by your Supervisor to ensure the department can operate an efficient service at all times.

Any other tasks, duties and responsibilities not listed above which can be reasonably be expected to be performed or undertaken by a Food and Beverage Counter Assistant.

Salary

The salary for this post will be on the scale £23,881 – £28,381 per annum, equivalent to Grade 3 of the Magdalen College Pay Scale), depending on skills and experience, plus Oxford Location Allowance of £1,500 per annum.

Hours of Work

The hours of work will be 80 hours per fortnight on a two-week roster with some split shifts to include weekends.

Holiday entitlement is 30 days per annum, plus bank holidays. The successful candidate will be entitled to membership of the University of Oxford Staff Pension Scheme (OSPS) and will

be automatically enrolled subject to the rules for qualification of that scheme. The College also has a contributory healthcare scheme, bus pass purchase scheme, cycle to work scheme and car parking may be available. Free lunch in hall is provided when the College kitchen is open. There is free use of sports facilities.

The College provides for maternity leave on the basis that exceeds statutory provisions. This is a day one entitlement. Women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on statutory pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption, Shared Parental Leave and Paternity Leave. Magdalen College has a priority claim on four places in the University nurseries.

The College particularly welcomes applications from Black, Asian, and Minority Ethnic candidates.

Please complete an application form and recruitment monitoring form. Please send completed applications to Human Resources, Magdalen College, Oxford OX1 4AU, or human.resources@magd.ox.ac.uk. This post will remain open until a suitable appointment is made. **Late or incomplete applications will not be accepted.**

Data Protection

All data supplied by applicants will be used for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy which can be found at <http://www.magd.ox.ac.uk/other-policies/data-protection/>.

Magdalen College is an Equal Opportunities Employer.