St Hilda’s College

St Hilda’s is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College, which enjoys registered charitable status, is an independent and self-governing body, with an academic staff of about 100 Fellows and Lecturers. There are at present approximately 400 undergraduates and 220 graduate students. The College has a long tradition of inclusion, and the community here is diverse and down to earth. It has ambitious development plans and its ethos is a commitment to “excellence and equality, fostering intellectual and personal achievement in an environment in which every voice matters. Under the academic guidance of world-class researchers, students are expected to challenge and question, as pioneering, independent thinkers who will go on to shape their generation.”

Main Duties and Responsibilities of Role

- Supervision of staff working in the food service areas, to include training of casual and agency staff as required
- Take the lead in the Service of the College Bar, including ordering and control of stock
- Provision of a professional & friendly service to all customers - students, SCR, members, staff and external guests
- Ensure all food is presented and served to the highest standard
- Maintaining a high standard of cleanliness and hygiene in the Dining Hall, SCR and all other food service areas
- Maintaining a safe & organised environment in the back of house areas; including, laundry, glass & crockery
- Complete all paper work relating to Health, Safety & Hygiene
- Liaise with the Food & Beverage Service Manager regarding functions and events
- Attendance at meetings as required
- Responsible for the smooth running of events, lunches and dinners
- Cashing up tills and handling of cash at the end of shifts
- Any reasonable request from the Dining Hall Manager and Catering Manager

The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager.
Terms of Employment

This is a permanent post with a contributory pension scheme. The salary is £25,000 per annum (based on full-time hours). The post is full-time (40 hours a week), however this role will have not have a fixed working pattern and will require the post holder to work their hours flexibly. Therefore some out of hours and weekend working will be required, and the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term.

There is a paid holiday entitlement of 33 days per year, including public holidays. A meal is provided free of charge when on duty.

November 2021