## 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 has 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.

### Main Duties and Responsibilities

- Setting up and servicing of Meeting Rooms for College Events and External Events on an agreed basis with the Food & Beverage Service Manager and Catering Manager.
- Working with casual, agency and other staff as required.
- Provide and maintain Food & Beverage service in the Senior Common Room.
- Assisting the Catering team in food and beverage service delivery as required.
- Reading and strictly following the College Hygiene Policy and the Standing Kitchen Hygiene instructions (displayed).
- Cleaning servery and wash up rooms.
- Exercising economy in the use of cleaning materials, making sure they are correctly stored and secured after use and ensuring that cleaning agents are maintained and used in accordance with manufacturer’s instructions.
- Any other duties of a similar nature as required by the Food & Beverage Service Manager or 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.
Selection Criteria

Essential knowledge, skills and experience

- Good oral and written communication skills
- Attention to detail and ability to identify and solve problems
- The ability to work in work environments that are openly diverse
- The ability to work on own initiative
- Ability to work effectively in a team
- A flexible approach to hours and duties

Desirable knowledge, skills and experience

- Food Hygiene L2

Terms of Employment / Benefits

- The rate of pay for this post is £9.90 per hour (£20,592 per annum).
- This is a permanent post with a contributory pension scheme.
- 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.
- The post is subject to a 6-month probationary period, with 1 months’ notice on either side.

How to Apply

Please send the following documents:

- Completed application form
- Up to date CV

to the HR Manager, at recruitment@st-hildas.ox.ac.uk

June 2022