



St Hilda's College

UNIVERSITY OF OXFORD

Job Title	Kitchen Assistant
Line Manager	Head Chef
Team	Catering Team / Domestic Bursar's Office
Salary	£29,245 per annum (£14.06 per hour – Oxford Living Wage)
Contract	• Full-time / Permanent • 40 hours a week. This role will not have a fixed working pattern and will require the post holder to work their hours flexibly, including evenings and weekends. • The role will be based at the College site in Cowley Place, Oxford.
Purpose of the Role	• In this role, you will work side-by-side with our talented chefs, helping to deliver excellent meals for our students, staff, and guests in our unique College environment. • You'll play an important part in the day's service: cleaning kitchen equipment and work areas, following food hygiene procedures, receiving and storing deliveries, and helping with basic food preparation when needed. It's a varied role where your attention to detail will make a real difference to the team.

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."

Duties

- To clean equipment used by the professional catering team using the chemicals provided.
- Keep the kitchen clean in accordance with the schedules for daily, weekly and monthly cleaning.
- Provide support to the catering team which may involve basic food preparation duties.
- Maintain the cleanliness of the waste disposal area and recycling area.
- Check & receive deliveries, place goods into the storage areas and maintain cleanliness of these areas.
- Attend training courses to give better understanding of role and responsibilities

- Report immediately all damages, breakdowns, defects to equipment, utensils and fabric of working environment.
- Follow rules regarding health and safety and food hygiene
- Undertake any reasonable request from the Head Chef or their deputy.
- Any other duties of a similar nature

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.

Person Specification

Essential:

- Good oral and written communication skills
- Attention to detail and ability to identify and solve problems
- Ability to work respectfully with colleagues in a diverse environment.
- The ability to work on own initiative
- Ability to work effectively in a team
- A flexible approach to hours and duties

Desirable:

Level 2 Food Hygiene qualification

Conditions and Benefits of Employment

- Salary: £29,245 per annum (£14.06 per hour – Oxford Living Wage)
- Contract: This is a full-time position (40 hours a week, excluding breaks). This role will not have a fixed working pattern and will require the post holder to work their hours flexibly. Shifts will vary according to the levels of business and will be made up of early, late and weekend working.
- The role will be based at the College site in Cowley Place, Oxford.
- Generous contributory pension scheme: OSPS
- Access to career development opportunities and training.
- Paid holiday entitlement of 33 days per year, including public holidays.
- A meal is provided free of charge when on duty, provided the kitchen is open.
- Additional College benefits include: An Employee Assistance Programme; a private medical and dental Scheme (the College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); discounted travel on buses and trains through an interest-free season ticket loan; a Cycle to Work scheme and eye tests and discounted lenses or frames.
- Probationary period: 3 months.
- Notice period: 1 month.