Job Title: Casual Dining Hall Assistant

Reports to: Hall and SCR Manager

Liaises with: Front of House team, Kitchen team, Domestic Bursar and other Departments as required

Location: Mansfield College, University of Oxford, Mansfield Road, Oxford OX1 3TF

Salary: £9.30 per hour

Hours: Variable hours (including weekends and evenings) according to shift roster.

Contract type: This is a casual role.

Main Purpose of the Post:
The Casual Dining Hall Assistant under the direction of the Front of House Manager or the deputy is responsible for serving a full catering provision to students, staff, fellows and College guests throughout the term and vacation periods.

The role may also include some assistance in the College Crypt Cafeteria and Bar as required. As all our staff are required to handle alcohol, applicants must be aged 18 or over.

Due to the nature of your engagement, the hours of work to be offered to you are variable. Work may be offered to you on an hourly, daily, weekly or other basis. Work can also include evenings and week-end work.

We hope the successful applicant will start as soon as possible. The appointment will be conditional on confirmation of eligibility to work in the UK. Further information is available at: http://www.ukba.homeoffice.gov.uk/workingintheuk/

Duties Include:
- To provide a high level of general food and beverage service in and out of term for all SCR members, including College guest nights and other special functions.
• To support the Hall and SCR Manager or the deputy in carrying out student food and beverage provision in various College locations wherever dining is provided.

• To support the Hall and SCR Manager or the deputy in operating the cash register for student meal and snack purchases if requested.

• To assist with the provision of all food and beverages supplied to conference delegates.

• To support the Hall and SCR Manager or the deputy with all internal and external events.

• To assist with the provision of fine dining and weddings.

• To set out place names for Formal dining under the instruction of the Hall and SCR Manager.

• To liaise with chefs over special dietary requirements.

• To liaise with the kitchen team over service times and crockery needs and maintain linen and glass stocks as required.

• To maintain compliance with current Health and Safety, COSHH and Food Hygiene legislation in areas where food and beverages are provided.

• To comply with College Security and Fire Regulations.

• To report maintenance, hygiene and hazard issues to the Front of House Manager.

• Any other duties of a similar nature.

**Person Specification:**

**Essential:**

- Good communication and inter-personal skills.
- Excellent time management and organizational skills.
- Positive attitude, honest, trustworthy, reliable, enthusiastic and self-motivated.
- A flexible attitude to work and the ability to work well under pressure.
- Ability to work independently and as part of a team.
- Ability to deliver a consistently high customer service, with a desire for continuous improvement.
- High standards of personal presentation.
- Ability to prioritise tasks during time critical periods.

**Desirable:**

- Relevant serving experience within a catering and/or college establishment.
- Minimum Level 2 Food Safety & Hygiene for Catering.
- Previous knowledge of cash handling.
- Previous knowledge of Allergen legislation.
- Barista trained or willing to undergo training as required.
Mansfield College provides:
- Salary of £9.30 per hour, annual leave entitlement will be calculated with reference to the length of time worked.
- Participation in the College’s conference bonus scheme.
- Contributory pension scheme.
- Free meals when on duty.

About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. Its membership comprises approximately 40 governing body fellows, 240 undergraduates, 180 graduates and 40 visiting students. This small size engenders friendly and close relationships not only amongst undergraduates, but also between Junior (undergraduate), Middle (graduate) and Senior (tutors) Common Rooms.

Our Principal since September 2018 is Helen Mountfield QC, a prominent specialist in administrative, human rights and education law.

Mansfield’s roots are in the Nonconformist tradition, and since the 1880s Mansfield has prided itself on offering previously excluded constituencies access to an Oxford education. This history is reflected in our current diverse and inclusive culture. We provide a respectful, progressive and collaborative environment, in which tutors and students work together to achieve academic excellence and sustain a supportive and lively community. Mansfield is also well known for its pioneering work on widening access to Oxford and its plural and diverse student body. You can read more about this here: https://www.theguardian.com/education/2020/mar/24/one-oxford-college-has-96-of-students-from-state-schools-how-did-they-do-it

Mansfield’s ethos of inclusivity and valuing the contributions of diverse voices, is one shared by academics, students and staff alike, and forms a culture of welcome from which we are growing initiatives that target the specific challenges involved in welcoming all. In 2020 we were extremely proud to become a College of Sanctuary within the University of Sanctuary scheme, the first along with Somerville College.

Detailed information about Mansfield College may be found at www.mansfield.ox.ac.uk
How to apply

If you would like to apply please send a CV which should include two referees and a brief covering letter stating why you are interested in, and suitable for this role to Mansfield Front of House Manager, Nick Green fohmanager@mansfield.ox.ac.uk

Please complete a recruitment monitoring form as per the vacancies page information Vacancies | Mansfield College, Oxford.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

We highly recommend uploading all documents as PDF files with your name and the document type in the filename.

All applications must be received by 5pm UK time on the closing date stated in the online advertisement.

If you need help

For general support enquiries on how to apply for the role, please email human.resources@mansfield.ox.ac.uk

Please note that correspondence on application progress will be via email. Please check your spam/junk mail if you do not receive an email.

Important information for candidates

Equal Opportunities

Mansfield College and the University of Oxford are equal opportunities employers and welcome applications from all suitably qualified candidates. Mansfield actively welcomes diversity amongst its staff and students and all reasonable adjustments will be made to the recruitment process, working arrangements and/or environment to accommodate applicants with any form of disability.

Applications are particularly welcome from Black, Asian, and Minority Ethnic candidates, who are currently under-represented in college posts at Mansfield.
Please let us know if you believe there are any reasonable adjustments we should be making to assist you with your application. If you feel that you have a disability which may affect your application, please let us know. Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

To comply with UK employment legislation the successful candidate will be required to provide documentary evidence of his or her eligibility for employment before starting work with the College. Potential applicants should note that this advertisement does not satisfy the requirements of the UK Home Office in relation to a sponsorship for a visa.

**Data Privacy**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see: [GDPR Framework | Mansfield College, Oxford](https://www.mansfield.ox.ac.uk/)

### Benefits of working at Mansfield College

**Annual Leave**

College employees enjoy a generous annual leave package of 25 days, pro rata in year of joining in addition to the College closed period (5 days at Christmas) plus Bank Holidays.

**Staff Meals**

College employees can benefit from a free meal while on duty during normal operations. Meal times are always a welcoming opportunity to meet fellow staff. Some posts come with specific dining rights which will be outlined in the contract of employment main terms and conditions.

**Pension Scheme**

We operate a contributory pension scheme which you will be auto-enrolled into (subject to the conditions of the scheme). Further details will be provided on appointment. This post is pensionable in OSPS.

**Family-friendly benefits**

The College follows the University of Oxford’s family leave schemes. With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. [https://hr.admin.ox.ac.uk/family-leave/](https://hr.admin.ox.ac.uk/family-leave/)