



Job title	Catering Assistant
Department	Front of House
Location	Mansfield College, University of Oxford, Mansfield Road, Oxford OX1 3TF
Grade and salary	£12.60 per hour
Hours	20 hours per week – working 5 days out of 7 including weekend working. Some additional hours may be required at busy times.
Contract type	Permanent
Reporting to	Front of House Manager
Additional information	This role is available immediately. We have a generous annual leave and conference bonus package with this role.
Benefits	Membership of the Oxford Staff Pension Scheme. Free meals on duty and generous leave package including conference bonus scheme

The role

An exciting opportunity to work as part of the Mansfield College Front of House team as a Catering Assistant. You will be 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 is required to handle alcohol, applicants must be aged 18 or over.

You will have good communication, excellent time management, and organizational skills along with a positive and flexible attitude to work and the ability to work well under pressure.

Salary £12.60 per hour, annual leave entitlement will be calculated with reference to the length of time worked. Benefits include contributory pension scheme, participation in the College's conference bonus scheme and free meals while on duty.

About Mansfield College

Mansfield College is one of the 39 constituent colleges of the University of Oxford. It has around 55 academic staff, 255 undergraduates, 220 graduates and 42 visiting students. This relatively small size engenders friendly and close relationships not only among students and tutors, but across the whole community at the College.

Throughout its history, Mansfield has worked hard to make an Oxford education available to previously excluded groups, most recently in its successful access initiatives, promoting application from students from the state sector, and from backgrounds of educational and financial disadvantage. It is currently the Oxford College with the most diverse undergraduate body and has the highest proportion of state sector students. The current Principal is Helen Mountfield KC.



The College is also home to the Bonavero Institute of Human Rights, within Oxford University's Law Faculty, which was opened by the late Secretary-General of the United Nations, Kofi Annan, in 2018.

In 2021, Mansfield was recognised as a university College of Sanctuary by the UK charity City of Sanctuary, after demonstrating an ongoing commitment to nurturing a culture of inclusivity and awareness on campus for those seeking sanctuary (which includes refugees and asylum seekers), as well as in the wider community.

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

Responsibilities

- To support the Front of House Manager or the deputy in carrying out student food and beverage provision in various College locations wherever dining is provided.
- To support the Front of House 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 Front of House 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 Front of House Manager.
- To move/rearrange furniture occasionally, as required. Appropriate manual handling training will be provided
- 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.

Selection criteria

Essential selection criteria

- 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 prioritize tasks during time critical periods





Desirable selection criteria

- 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.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated.

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete all relevant health and safety training.

The hazards or safety-critical duties involved are as follows:

- Regular manual handling
- Open food handling

How to apply

If you would like to apply please upload your CV and a cover letter or supporting statement as PDF files via our website: [Work for Us - Mansfield College](#)

For enquires regarding the post please feel free to contact **Ionela Rosca, Front of House Manager**
fohmanager@mansfield.ox.ac.uk

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

As part of your application you will be asked to provide details of **two referees** and indicate whether we can contact them now.

In your supporting statement you may wish to explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

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 12 midday 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 vacancies@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](#)

Benefits

- Generous Paid maternity/paternity/adoption/parental leave
- Employee assistance programme (EAP) with Health Assured
- 1 annual subscription fee for membership to a professional body
- Subsidised bus pass loan, season ticket rail loan
- Eye Care subsidy for DSE users with Specsavers- free eye test and a contribution towards lenses.
- A childcare salary sacrifice scheme
- Free Gym, Swim & Track access for college staff at Iffley Road, discounts for spouses & partners cohabiting

Pension: The post-holder will be automatically enrolled in the University of Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

Staff Meals

College employees can benefit from a free meal while on duty during normal operations. Mealtimes 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.





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#/>

Conference Bonus

College operational staff receive the conference bonus scheme which is reflective of our successful and buoyant annual conferencing trade.

