

Oxford Centre for Islamic Studies



*A Recognized Independent
Centre of the University of Oxford*

Catering Assistant

Applications are invited for the position of Catering Assistant at Oxford Centre for Islamic Studies (OCIS), a recognised Independent Centre of the University of Oxford.

This is a challenging position involving food preparation and high standards of cleanliness.

Salary will start at £10.30 per hour depending on qualification and experience.

Further details are available at www.oxcis.ac.uk/vacancies.

Closing date is **Friday 13 October 2017**.

Job Description

Catering Assistant

Responsible to: Home Bursar

Responsible for: own work

Hours of work: Flexibility will be required, an average of 25 hours per week Monday to Friday (10.30am to 3.30pm) and occasional late afternoons and evenings for special functions.

Main duties: Food preparation, service and clearing in Dining Hall, Senior Common Room and as required elsewhere in the Centre

- To ensure the cleanliness of catering areas, including the Oman Hall (dining hall), Kitchen and servery. This will include cleaning all surfaces, emptying bins and cleaning catering equipment.
- To use the dishwashers to ensure all crockery, cutlery and glassware is kept clean and stored correctly.
- To set up for meal service in the servery, the Oman Hall and the Senior Dining Room.
- To clear and clean all areas after meal service.
- To prepare and serve beverages and keep beverage machines clean.
- To assist with basic food preparation and presentation of food for service.
- To keep beverage supplies stocked in the pantries around the Centre.
- To ensure appropriate stock rotation and control.
- To move furniture as required within Oman Hall and catering areas.
- Adhere to all health and safety, fire safety, food safety and other compliance duties within the Catering department.
- Maintain the 5* hygiene standard for catering within the Centre.
- To work in a manner that reflects the high standards of quality and professionalism the Centre expects.
- To dress in a manner that is appropriate to the level of service being provided.
- To provide catering assistance in other areas of the Centre as required.

Any other reasonable task as requested by the Home Bursar or a senior member of staff.

The duties currently described may be modified as the work of the Centre expands. Any changes will be made in consultation with the post holder.

Oxford Centre for Islamic Studies

Further particulars for the post of

Catering Assistant

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is a Recognised Independent Centre of the University of Oxford and is registered as a charity (number 293072). The Patron of the Centre is HRH the Prince of Wales. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library.

The New Centre Building

The Oxford Centre for Islamic Studies has recently moved to new, purpose-built premises in Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The Centre's new premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The building provides the Centre with accommodation for up to 54 students and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Working at the Centre

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are currently recruiting new staff to help us with the expansion of the work of the Centre and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

About the Post

We are recruiting staff to ensure that catering is carried out to a high standard. The new building has been finished to a very high standard, and it is important that the staff we recruit are keen to ensure that the work they contribute meets the high standards in the best possible way at all times.

Selection Criteria for the post of Catering Assistant

Essential

- Experience of food service work within a catering environment
- CIEH level 2 in Food Safety in Catering
- CIEH level 2 in Food Allergen Awareness
- Good communication skills including good spoken and written English
- Reliable and punctual
- Willingness to follow instructions and to complete tasks to a high standard
- Ability to work under pressure and without supervision
- Enthusiasm for maintaining high standards of work
- Excellent customer service skills
- Ability to handle sensitive and confidential matters with discretion

- Knowledge and experience of food safety, health and safety and fire safety within a catering and/or residential building
- Confident, friendly, and helpful manner
- Physically fit, as the role involves lifting and carrying

Desirable

- NVQ or similar qualification in catering

Terms and Conditions

Appointment:	The post is currently available and there is a probationary period of 6 months.
Hours:	An average of 25 hours per week, usually 10.30am to 3.30pm Monday to Friday. Some later afternoon and evening and weekend work will be required for occasional formal dinners and other functions held at the Centre.
Special note:	A catering service will not be provided in the Centre during Ramadan (27 th May to 25 th June 2017). Work will be considerably reduced during this 4 week period. It will be an opportunity for the post holder to take annual leave, or time off in lieu for additional hours worked.
Salary:	From £10.30 per hour, depending on skills and qualifications.
Pension:	The Centre offers a contributory pension scheme.
Annual Leave:	The post holder is entitled to 27 days (pro rata) holiday per annum, plus statutory public holidays. Some holiday will normally be taken during a period of closure during the Christmas and New Year public holidays. All holiday must be authorised in advance by the Home Bursar.
Uniform:	A name badge, and uniform where provided, must be worn while on duty.

Application Process

Applications, which should include a CV and cover letter, should be emailed to Mr Gordon Brown, gordon.brown@oxcis.ac.uk. Please ensure that you provide information which demonstrates how your skills and experience match the selection criteria for the post.

Closing date for applications is noon on **Friday 13 October 2017**. It is expected that shortlisted candidates will be invited for interview within one week of this date.

Right to Work in the United Kingdom

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

Equality and Diversity

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant to the post.