JOB DESCRIPTION

Job Title: Front of House (FoH) Casual Assistant

Department: Catering and Conference Department

Place of Work: Nuffield College, New Road, Oxford

Responsible to: Catering and Conference Manager through the FoH Supervisors

Salary: £8.75 per hour (holiday pay paid twice a year)

Hours of Work: Variable: day, evening and Saturday shift

Purpose of the Job:

To assist the FoH Supervisors in the smooth running of the department to achieve the high standards of service expected by the College. Tasks will include the preparation and service for various events, operating plate/glass-washing machines and cleaning the floors.

Duties and Responsibilities:

• Prepare items for breakfast, lunch, dinner, dessert, all kinds of refreshment and any other functions as requested.
• Lay-up, wait on and clear tables at breakfast, lunch, dinner and at other functions as required.
• Clean and keep tidy all Catering and Conference areas at all times.
• Operate the Glass/dishwasher.
• Work in all areas of the Catering and Conference Department depending on the daily needs of FoH Supervisors.
• Observe all College Food Hygiene and Health and Safety policies and also new food legislation i.e. Allergens.
• Assist the FoH Supervisors with any other duties as reasonably required.

Profile:

• Enthusiastic and willing to learn.
• Good time management and organisation skills.
• Communicate clearly, professionally and concisely.
• Professional, with experience in a similar environment.