Nuffield College

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: £9.00 per hour (holiday pay paid twice a year)

Hours of Work: Flexible: Day, evening and Saturday shifts

Purpose of the Job:

To assist the FoH Supervisors and their Assistants in the smooth running of the Department to achieve the high standards of service expected by the College. Tasks will include preparation and service for various events and keeping the catering area and equipment clean.

Duties and Responsibilities:

- Prepare items for breakfast, lunch, dinner, dessert, all kinds of refreshments 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 as instructed by the FoH Supervisors and their Assistants
- Observe all College Food Hygiene and Health and Safety policies
- Assist the FoH Supervisors with any other duties as reasonably required

Profile:

- Reliable and motivated
- Enthusiastic and willing to learn
- Good time management and organisational skills
- Able to communicate clearly, professionally and concisely

To apply, please send your CV to the Front of House Supervisors at buttery@nuffield.ox.ac.uk.

If you have any questions about the job, please contact the Front of House Supervisors on 01865 278531 or email buttery@nuffield.ox.ac.uk. This vacancy will remain open until the positions are filled.