



Oxley Sports Centre is located on the western edge of the historic and beautiful Abbey town of Sherborne and has excellent first-rate facilities. Our modern and spacious Fitness suite was refurbished in 2022. We also have 25m swimming pool, a sports hall, climbing wall, spin zone, squash courts, tennis courts, a treatment room and the Coffee Pod.

Sherborne Sports and Leisure Ltd is a wholly owned subsidiary of Sherborne Girls School. SSLL is responsible for the operation of Oxley Sports Centre.

Job Description for Hospitality Team Member

The Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role:	To provide a friendly and effective service to all Centre users and customers. You will be flexible to work across a 7-day week rota including evenings and weekends.
Responsible to:	Hospitality Manager
Main Duties and Responsibilities:	<p><u>Main duties</u></p> <ul style="list-style-type: none"> • To serve customers in a professional manner providing a pleasant and fast service. • To use the café equipment properly and in accordance with training provided, ensuring proper measures and minimum wastage. • To prepare and serve beverages and light meals. • To keep the coffee pod clean and sanitised. • To operate tills and be responsible for taking payment for goods. • To wear the uniform provided by the management for all shifts and to maintain a high standard of personal presentation and hygiene. • To up sell other products when serving customers. • To undertake a Food and Hygiene course as detailed by the Sports Centre, if not already qualified. • To co-operate with the Management team in all issues of health and safety under the provisions within the Health & Safety At

	<p>Work Act 1974, the Company Health & Safety Policy, Operating Procedures and any other subsequent and/or relevant legislation</p> <ul style="list-style-type: none"> • To attend programmed staff meetings and training as required by the Manager. • To actively promote the name of Oxley Sports Centre and Sherborne Girls in all transactions with members and visitors.
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Person Specification		
	Essential	Desirable
Qualifications and Experience	GCSE or equivalent Maths and English	<p>Food and Hygiene Level 2</p> <p>Experience in similar environment and knowledge of the hospitality industry.</p> <p>Customer service experience</p> <p>Cash handling experience</p>
Skills and Abilities	<p>The ability to communicate effectively.</p> <p>The ability to follow all safe food handling procedures and sanitation processes.</p> <p>The ability to serve all customers quickly and efficiently.</p>	
Personal Attributes	<p>Must be organised and proactive with a can-do attitude.</p> <p>Work well as part of a team.</p> <p>Keen, enthusiastic, and hardworking.</p>	

Additional Information

Hours of work: 1 position available, 24 hours per week with holiday cover.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

Benefits:

- Membership of an appropriate pensions scheme
- Free onsite parking
- Discounted food and beverages at the Coffee Pod
- Free Membership to the sports centre

Application Process:

- The closing date for applications: Friday 15th August 2025
- Interviews will take place in the week commencing: Monday 18th August 2025