



**1 Main Conditions of Service**

**Job Title:** Senior Common Room (SCR) and Hall Assistant (fixed-term)

**Department:** Senior Common Room (SCR) and Hall

**Responsible to:** SCR Butler / Hall Manager

**Responsible for:** Some supervision of staff and casual staff

**Salary:** £11.52 per hour

**Contract length:** Up to 12 months (maternity cover)

**Hours of work:** 40 hours per week

These hours will be worked in accordance with the rota supplied by the SCR Butler / Hall Manager, working 5 days out of 7.

**Leave entitlement:** In addition to public holidays, this appointment carries with it an annual leave entitlement of 25 days pro rata.

5 days of the entitlement are to be taken during the College's Christmas closure period and 5 days during the Easter closure.

**Other benefits:** A meal free of charge when served on days on which the post-holder is on duty; parking; season ticket loan; free use of the College gym.

**Appraisal:** This post is subject to the College's appraisal procedures.

**Probation:** The post is subject to a three-month probationary period.

**Notice:** This appointment may be terminated by either side by giving one month's written notice (one week during the first year of employment).

## **2 Purpose and Duties of the Post**

### **2.1 Purpose**

The post holder will work in both the Senior Common Room (SCR) and the Dining Hall, providing meal service and at times supervising staff times. Reporting to the SCR Butler and Hall Manager, the post holder will be working as part of team to provide outstanding levels of service to all those who dine in the College, and to promote a professional and positive image of the College to everyone who dines here.

During term time the primary focus will be to provide food and beverage service in the SCR, ensuring that the highest standards of service and presentation and the required levels of food hygiene are maintained at all times. The post holder will also be responsible for ensuring the 'look' of areas is in keeping with the high standards expected by our customers (both internal and external). Outside of term time greater flexibility will be required and the post holder will be required to undertake work that takes place in different locations in College, such as the Dining Hall, the JCR or the Master's Lodgings.

In the absence of the SCR Butler or Hall Manager the post holder will act as a shift supervisor, supervising the running of the SCR or the Dining Hall and Servery. This will involve ensuring all staff adhere to health and safety and food hygiene rules and training new staff. The post holder will therefore need a keen eye for detail, particularly when overseeing formal dinners and large banquets for conference delegates.

### **2.2 Main Duties**

#### **Food and beverage service**

##### **SCR**

- To provide table service in the SCR or Hall during breakfast, lunch and dinner, including both food and wine, as required.
- To supervise High Table service according to the SCR rota, including the supervision of casual staff.
- To lay up the SCR dining rooms prior to meal times, and to clear the SCR dining rooms following meal times.
- To supervise the preparation, service and clearing away of the SCR tea, and to ensure that adequate supplies are always available.
- To serve at Matriculation Lunch, Degree Lunches and other College events, as appropriate.
- In the absence of the SCR Butler or Hall Manager, to liaise with other departments to ensure that any special requirements are catered for.
- In the absence of the SCR Butler or Hall Manager, to notify the Kitchen of changes to catering numbers.
- In the absence of the SCR Butler, to liaise with the Wine Fellow and collect wine from the SCR Cellar.

### ***Dining Hall, Servery and other locations around College***

- To provide table service in the Hall during breakfast, lunch and dinner as required.
- To clear away unused food after meals, liaising with the Duty Chef to determine which foods should be kept (storing them correctly) and which should be disposed of.
- To provide service from the Servery counter during meals when required. To notify the Duty Chef of food shortages prior to running out.
- In the absence of the SCR Butler or Hall Manager, to liaise with other departments to ensure that any special requirements are catered for.
- In the absence of the SCR Butler or Hall Manager, to notify the Kitchen of changes to catering numbers.

### **Cleaning and Presentation**

- To be responsible for ensuring that all SCR areas (including carpets, toilets, pantry, coats area, etc.) are checked daily for maintenance problems and cleanliness, and to promptly report any remedial action that is required to the SCR Butler.
- To be responsible for the cleaning of the Long Dining Room (LDR) and Small Dining Room (SDR), and to ensure that the highest standards of cleanliness are maintained throughout the SCR areas.
- To ensure that all the required serving utensils are clean and ready prior to breakfast, lunch and dinner.
- To remove all clean crockery and cutlery from the wash-up trolleys or green crockery trolleys, and store it in the appropriate place.
- To assist with the cleaning of tables in the SCR, Hall or other dining location after meal service, and to assist with the moving of tables and chairs in the SCR, Hall or elsewhere, as required.
- To regularly clean the fridge, shelves and sink area in the SCR Pantry.
- To maintain accurate records of cleaning schedules within the SCR.
- When required, to assist in the general cleaning of the SCR or Hall.

### **Staffing**

- To assist the SCR Butler and Hall Manager with the training and recruitment of casual service staff, ensuring that the relevant paperwork is given to the Personnel Advisor in a timely manner.
- To assist the SCR Butler and Hall Manager in recording the hours worked by casual staff on the casual timesheets.
- To supervise any extra SCR/ Lodgings/ PDR events as directed by the SCR Butler and/or Hall Manager.
- To work with the SCR Butler and Hall Manager to ensure that all staff are aware of College procedures and that they comply with rules set out by the College.
- To assist the SCR Butler and Hall Manager in ensuring that all permanent and casual staff receive training relating to health and safety and food hygiene issues.
- In the absence of the Hall Manager or SCR Butler, to be responsible for the supervision of food service staff.

- To assist the SCR Butler and Hall Manager with ensuring the overall quality and efficiency of food service, including the supervision of presentation, quality of food, portion control, and customer care.
- In the absence of the Hall Manager to assist with organising casual rotas and staffing levels in accordance with the needs of the College.
- In the absence of the Hall Manager and SCR Butler, to assist with maintaining and monitoring records relating to sickness absence, annual leave, etc., for permanent staff and to supply this information to the Personnel Advisor in a timely manner.
- In the absence of the Hall Manager, to assist with arrangements to ensure the Servery is covered in cases of staff absence (holiday, sickness, etc.).

### General

- To sort the daily delivery of newspapers.
- To take the dirty laundry from the SCR to the Linen Room.
- To clean, rinse and/ or de-scale the coffee machine, as appropriate.
- To assist with stocktaking.
- To ensure the SCR Pantry area is tidy.
- To undertake any other duties, consistent with the purpose of the post, as may from time to time be assigned by the SCR Butler, Hall Manager or their representative.

## 3 Person Specification

Personal Attributes based on the Duties of the Post	Essential (E) or Desirable (D)	Evidence
<b>Qualifications:</b>		
Foundation Food Hygiene certificate, or equivalent	D	1, 2, 3
Relevant food service qualification	D	1, 2, 3
<b>Experience/Knowledge:</b>		
Experience of food service or customer service within a busy catering environment, ideally within a 4* hotel or similar	E	1, 2, 3
Previous experience of working with an Oxford College	D	1, 2, 3
Previous supervisory experience	D	1, 2, 3
<b>Skills :</b>		
Excellent interpersonal and communication skills (oral and written), including a high standard of spoken English	E	1, 2, 3
Strong customer focus	E	1, 2, 3
Reliable and punctual	E	1, 2, 3

Ability to work to deadlines	E	1, 2, 3
High level of accuracy and attention to detail	E	1, 2, 3
Ability to work without supervision and under pressure	E	1, 2, 3
Ability to work flexibly and as part of a team	E	1, 2, 3
A good level of physical fitness is required as the role involves lifting and carrying of plates, trolleys, etc.	E	1, 2, 3
Ability to handle sensitive and confidential matters with discretion and initiative	E	1, 2, 3
Good IT skills, including word processing and spreadsheets	D	1, 2, 3

**Evidence: (1) = Application, (2) = Interview, (3) = References**

#### **4 General Information on St Catherine's College**

Although one of the newest and largest colleges within Oxford, St Catherine's College can trace its roots back to 1868, when a 'Delegacy for Unattached' students was formed. The Delegacy's mission, as stated by its first Censor, George Kitchin, was to guarantee a University where: *"the best education [would be] placed within the reach of all, rich or poor, who show themselves worthy of it"*.

This mission was achieved by allowing students the opportunity to study at Oxford without having to be a member of a College, which was prohibitively expensive. This was a ground-breaking moment in the history of Oxford, and constituted a revolutionary challenge to the status quo. We are proud to be able to trace our foundation back to such an exciting movement and our ethos today still reflects those original values.

Our modern College, known informally as Catz, was established in 1962 by its founding Master, Lord Alan Bullock. Our grade 1 listed buildings, located in a peaceful setting adjacent to the University Parks, were designed by Danish architect Arne Jacobsen and attract visitors from around the world. The striking modern architecture, fittings and furniture, reflected a move towards the open, contemporary, culture that is still fundamental to our approach today. With a student population of over 500 undergraduates and 400 postgraduates, alongside a thriving community of visiting students, we're a diverse and vibrant College. The offices are a pleasant working environment, with a lively and friendly atmosphere.

The College has excellent facilities including a car park, gym, library, music building, squash and tennis courts, all of which staff are welcome to use. We operate a salary-sacrifice childcare scheme and season ticket loan.

#### **5 Application Details**

##### **5.1 How to apply**

All applicants are required to complete an **Application Form** and a **Recruitment Monitoring Form** available on the College's website <https://www.stcatz.ox.ac.uk/category/vacancies/>  
These forms can also be obtained from [personnel@stcatz.ox.ac.uk](mailto:personnel@stcatz.ox.ac.uk)

Applications should be sent, by email attachment, to [personnel@stcatz.ox.ac.uk](mailto:personnel@stcatz.ox.ac.uk).

## **5.2 Closing Date**

The closing date for the receipt of applications for this post is **midday on Monday 15 August 2022**.

## **5.3 Referees**

The application form will ask for the name of two referees, one of which should be your current or most recent employer. Your referees will not be contacted unless you are offered the position.