

FURTHER PARTICULARS

Post Title:	Senior Common Room Assistant (Catering Assistant)
Reporting to:	Butler and the Steward in their absence
Salary Grade:	College Grade 2 (£24,586 pa according to experience)
Contract type:	Permanent, full time
Hours:	40 hours per week for full time, working a mixture of early, late and split shifts 5 out of 7 days.

1. The College

Located centrally in beautiful Radcliffe Square, and dating from 1509, Brasenose College is one of the older Colleges in Oxford. It is a medium sized college with 370 undergraduates, 210 graduate students and 115 support staff. Outside of the three 10-week terms, during Easter and summer, the College is exceptionally busy hosting international conferences and Bed and Breakfast guests. For further information please visit the website <https://www.bnc.ox.ac.uk/>

2. General Overview

The Catering Assistant is responsible, under the supervision of the Butler, for providing the highest standard of catering service, cleanliness, and hygiene across all catering service areas in the College. The post holder is responsible for providing a first-class service to the Fellows and other members of the SCR and their guests; students who dine in College; and external guests who use the College catering facilities.

3. Duties

To perform duties connected to the efficient provision of the meal service for Fellows, staff and students including:

- Laying up of tables in Senior Common Room, main hall or function rooms.
- Assist with serving food and wine and table clearing in a courteous, friendly and professional manner.
- Assistance with any special preparations for College Functions.
- To operate the SCR Meal Booking System and plan the service on a daily basis using meal numbers provided. This includes the co-ordination and approval process for late bookings in accordance with SCR rules and practises.
- To interact with politeness, courtesy, sensitivity and discretion when dealing with members of the College, ensuring a calm, professional atmosphere in the SCR.
- Assisting with wine deliveries.
- Maintaining visual checks within work area identifying possible hazards and rectify or report to the Butler or Steward.
- To undertake inventory checks of items as required.
- Adhere to the correct procedures according to COSHH regulations when using approved chemicals.
- Work safely and comply with all Health and Safety regulations and COSHH.
- Comply with the Food Safety Act and General Food Hygiene Regulations.
- Ensure that silver and cutlery is checked and returned after use.

- To assist as necessary with the consolidation of the SCR meal requirements from the daily signing on dining sheets.
- To ensure that the drinks cabinet and fridge are stocked.
- To supervise casual staff when directed to do so.
- To cover for the Butler in their absence.
- Cleaning duties:
 - Daily cleaning to a high standard in the SCR
 - Cleaning of silver, glasses and cutlery prior to table being laid
 - Assistance with washing glasses either by hand or by machine

4. General

- To participate in all training, including any designed to minimise occupational risks.
- To wear protective clothing supplied and follow directions on safe working methods
- To work flexibly within the team, providing support to colleagues and liaising with colleagues in other departments as required.
- The post holder will be required to be familiar with, and work in accordance with, all College's policies and procedures
- To be willing to work on bank holidays when the College is open and any reasonable request for overtime as to meet the needs of the College.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Steward. The job description may be subject to review in consultation with the post holder.
- To be vigilant and take responsibility for ensuring SCR and College property and equipment is kept safe at all times.
- To ensure all personal data relating to individuals is kept confidential in accordance with College policies and relevant data protection regulations.

5. Working Hours

Full time (40 hours per week), part-time and job share opportunities available. During term time a mixture of early, late and one split shift, 5 out of 7 days with alternate weekends off. Out of term time a different rota applies generally allowing for weekends off.

Example of shift pattern – term time

- Monday 11am – 9pm
- Tuesday 11.30am – 9.30pm
- Wednesday 7am – 2.30pm
- Thursday – day off
- Friday 7am – 2pm and 6pm – 9.30pm – split shift
- Saturday – day off
- Sunday 5.30pm – 9.30pm

There are three 8 weeks terms and out of term time a different rota will apply which generally allows for weekends off. Split shifts are only worked from time to time, if required to support a function.

The post holder will be required to work the hours necessary to fulfil the job requirements and subject to operational needs. A willingness and ability to adopt a flexible approach to working hours and duties is essential according to the requirements of the College.

General Duties

- The post holder will be required to be familiar with, and work in accordance with, all College's policies and procedures.
- To participate in training and development required by the College.
- To be willing and prepared to undertake any other duties as directed by Butler or Steward. The job description may be subject to review in consultation with the postholder.
- To be vigilant and take responsibility for ensuring the SCR, Buttery and College property and equipment is kept safe at all times.
- To ensure all personal data relating to individuals is kept confidential in accordance with College policies and relevant data protection regulations.

6. Person Specification

<i>Knowledge and Experience</i>	Desirable/ Essential	Assessed through
Experience of a previous customer service based role and understanding of the importance of this	Essential	Application form and interview
Ability to work to the required standards (care in service delivery, professionalism and presentation)	Essential	Application form and interview
Experience of similar work in a front of house role	Desirable	Application form and interview
Capable and willing to work on own initiative	Essential	Application form and interview
Ability to work as part of a team	Essential	Application form and interview
Able to work flexible hours	Essential	Application form and interview
<i>Personal Qualities</i>		
Reliable, good timekeeping	Essential	Interview and reference
Clean and tidy appearance	Essential	Interview
A good standard of spoken and written English.	Essential	Application form and interview
Interest in food and wine service	Desirable	Application form and interview
<i>Physical Qualities</i>		
In good health, capable of fulfilling the requirements of the role which involves standing/carrying/lifting.	Essential	Application form, interview, medical assessment

7. Terms and Conditions

Appointment: There will be an initial probationary period of six months. The appointment will be conditional on verification of the successful candidate's 'Right to Work' checks and subject to the receipt of satisfactory references and medical clearance.

Salary: College grade 2, currently £24,586 pa depending on experience.

Hours of Working: Full time 40 hours each week, on a shift pattern working 5 out of 7 days including evenings, weekends and some split shifts, with an unpaid 30-minute meal break where shifts are 6 hours or longer.

The post holder will be required to work the hours necessary to fulfil the job requirements and subject to operational needs. A willingness and ability to adopt a flexible approach to working hours and duties is essential according to the requirements of the College.

Benefits:

- **Pension** - Eligibility to the Oxford Staff Pension Scheme (OSPS). The successful candidate will be entered into this scheme automatically on joining, but on-going membership of the scheme is optional.
- **Salary Exchange Scheme** - Staff who join OSPS will also be enrolled into the Salary Exchange Pension Contributions Scheme on or around three months after joining Brasenose staff.
- **Annual leave** - The paid holiday entitlement for a full-time contract is six working weeks (30 days) annual leave (5 days is to be taken over Christmas break when College is closed) plus 8 Statutory Bank Holidays. Annual Leave shall be taken at mutually convenient times agreed in advance with Butler. Bank Holidays which fall within the full terms of the University of Oxford are normally worked, for which compensatory time-off in lieu will be given. The holiday year begins on 1 January and ends 31 December. For part years of service your entitlement will be calculated as 1/12th of the annual entitlement for each completed month.
- **Meals** - Employees are entitled to take lunch free of charge (6 hours or longer each day), when the kitchen is open.
- **Welfare Support** – Employee Assistance Programme – a free confidential telephone helpline and online medical guidance. Free annual flu jab.
- **Travel Pass Loan** - a discounted travel scheme is available with monthly deductions from salary
- **Cycle to Work Scheme/Bike Loan** – monthly deductions from salary
- **Sports Facilities** – Access to the University Sports club
- **University Card** - for discounts in shops, cafes and restaurants and University Leisure facilities
- **Other Information:** No smoking is allowed on any of the College sites.

8. Application process

To apply, please submit your CV online at <https://submit.bnc.ox.ac.uk> using the *Applications for Non-Academic Appointments* box. Please note that CVs submitted without a completed application form will not be accepted.

Closing date: Noon on Wednesday 13th March 2024. Applications received after this time will not be considered. CVs will be reviewed on receipt and shortlisted candidates interviewed. Early application is encouraged.

You will receive an acknowledgement email after your application has been successfully submitted via the online portal.

Recruitment Monitoring: This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice. You are asked to complete the Recruitment Monitoring Form which is completed through the online application process. The information supplied on the form will play no part in the selection process and will not be seen by any members of the shortlisting panel.

Data Protection: All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on the website.

https://www.bnc.ox.ac.uk/downloads/GDPR/PrivacyNotice_AcademicandNonAcademicStaffApplicant.pdf

Brasenose College is an equal opportunities employer.

February 2024