



## **FULL TIME HALL ASSISTANTS (40 HOURS PER WEEK) Further Particulars**

St Peter's College St Peter's College is one of thirty-nine self-governing Colleges in the University of Oxford. Founded in 1929 expressly to widen access to Oxford University, it is an open, tolerant and creative academic community and enjoys an atmosphere in which academic staff and students from many different backgrounds and countries mix easily and comfortably. The College currently comprises a Master, Professor Judith Buchanan, and 100 Fellows and Lecturers in a wide range of subjects, approximately 375 undergraduate and 270 graduate students, 25 Visiting Students, and approximately c85 members of administrative and domestic staff. St Peter's is a friendly and vibrant academic community, and provides an informal and supportive working environment. St Peter's College is a registered charity. Further information may be found at [www.spc.ox.ac.uk](http://www.spc.ox.ac.uk).

### **Job Summary**

St Peter's College invites applications for Hall Assistants to start immediately. Reporting to the Hall and SCR Supervisor, the post holders will be working as part of the Hall team to provide outstanding levels of service to all those who use the Hall including academic staff (Fellows and Lecturers), students, staff, and visitors, and to promote a professional and positive image of the College to everyone who dines in the Hall.

The post holders will provide food service within the Hall and Servery, assist the Chefs in preparing food, and will be responsible for helping to maintain the Hall and Servery area to appropriate levels of cleanliness.

Whilst the role will primarily be based within the Hall, it is anticipated that on occasion the post holders may be required to undertake work that takes place in different locations in College, such as the Senior Common Room or Master's Lodgings.

### **Main Duties**

- To establish and maintain a high level of Customer Service for SCR fellows, Students, College Staff, Conference and Dinner guests and visitors to the College.
- To provide a high standard of service and present a positive image of the College by performing various catering duties for all College members and visitors to the College.
- Serve customers food and beverages from the servery counter or waiter/waitress service as required.
- To carry out manual domestic duties, which includes various aspects of manual handling and carrying.
- Clean and prepare service, dining and ancillary areas, ensuring adherence to the required standards of hygiene.
- To co-operate with colleagues in the interest of College students.



- To adhere to and comply with college policies at all times.
- To act within the College's health and safety policy and procedures so as to ensure a safe working environment.

### **General Duties**

- To assist with the supervision of the delivery of catering services within the college.
- To take the dirty laundry from the Hall and Kitchen to the Linen Room.
- To assist with stocktaking.
- To ensure the Served area is tidy.
- To undertake any other duties, consistent with the purpose of the post, in a courteous and professional manner.

### **Experience Required**

#### **Essential**

- Experience of working in a customer service environment; experience as a Waiter/Waitress
- Ability to work without supervision and under pressure
- Ability to work flexibly and as part of a team
- Excellent interpersonal and communication skills (oral and written), including a high standard of spoken English
- Enthusiastic approach to your work.
- Strong customer focus.
- Flexibility in your duties and working hours.
- Reliable and punctual.

#### **Desirable**

- Catering qualifications.
- Food Hygiene certificate
- Experience providing service in a college environment.

### **Terms and Conditions**

#### **Appointment**

#### **Terms & Conditions**

**The post is to be filled as soon as possible.** The appointment will be conditional on verification of the candidate's availability for employment in the UK. There will be an initial probationary period of six months. During the initial probationary period, notice will be one week on either side. Subject to satisfactory review and confirmation of the post the notice period will be 4 weeks on either side.



**Salary:** £22,672.00 per annum (£10.90 per hour),

**Hours of work:** Your normal hours of work will be 40 hours per week on an alternating shift pattern including weekends. Bank holidays are worked if they fall within your rota for which a day off in lieu will be given.

**Pensions:** The post-holders will be entitled to join the Oxford Staff Pension Scheme.

**Meals:** A free meal is provided in College when on duty, when kitchens are open.

**Annual Leave:** The post holders will be entitled to 30 days paid leave plus Bank Holidays in each leave year.

### **How to Apply**

Applications consisting of a cover letter outlining the reasons for their interest, and the qualities they feel would make them particularly suitable for this position and a CV, including the contact details of two individuals willing to act as referees (these will only be requested in the case of a successful application) together with a Recruitment Monitoring Form, should be sent by email to the HR Manager, at the following address [human.resources@spc.ox.ac.uk](mailto:human.resources@spc.ox.ac.uk).

This vacancy will remain open until a suitable applicant has been found. Applications from previous applicants will be welcomed.

Interested candidates wishing to discuss the post informally should contact the SCR and Hall Supervisor [ling.mahon@spc.ox.ac.uk](mailto:ling.mahon@spc.ox.ac.uk)

### **Data Protection**

All data supplied by applicants will be used only to determine their suitability for the post and will be held, as defined in the General Data Protection Regulation ("GDPR"), the Data Protection Act 2018 and the College Policy on Data Protection as amended from time to time.

St Peter's is an equal opportunities employer and seeks to promote inclusion and diversity. We are committed to ensuring that our Front of College Team is as diverse as possible to better support the diverse population of our College. We are particularly keen to receive applications from people of colour; people who identify as being LGBTQIA; and others who will enhance the diversity of our team.

St Peter's is an equal opportunities employer that supports and encourages underrepresented groups and values diversity.