FURTHER PARTICULARS FOR POSITION OF HALL ASSISTANT

St Peter’s is a dynamic and informal college that was founded in 1929 and received full collegiate status in 1961. With over 6000 alumni, 550 current students and 65 Fellows it has built a reputation for its friendliness and for encouraging a truly rounded education. The College occupies a great location in the heart of the city centre and has a renewed determination under the current Master, Mark Damazer CBE, former Controller at BBC Radio 4, to provide the best possible facilities, academics and support for students.

Main Purpose of the Role

Reporting to the Hall Team Leader, the post holder will be working as part of the Hall team to provide outstanding levels of service to all those who use the Hall (including students, Fellows and Staff) and to promote a professional and positive image of the College to everyone who dines in the Hall.

The post holder 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 holder 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 Servery 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.

Application details:

Appointment: The appointment will be subject (i) to the provision of an original document, which indicates your right to work in the UK, and (ii) the completion of an initial probationary period of three months.

Hours of work: Your normal hours of work will be 40 hours per week working on a 3 week recurring shift pattern working 5 out of every 7 days including weekends and some Bank Holidays. You will be given an individual shift pattern when you start work.

Salary: Hourly rate of £8.45 (£17,576.00 per annum)

Pension: Contributory Pension Scheme.

Other Benefits: The College offers optional membership to the Health Care Scheme, Childcare Voucher Scheme, and Travel Loan Scheme.

Meals: Free meals are provided in College when on duty, when kitchens are open.

Annual Leave: The post holder will be entitled to 30 days paid leave plus 8 days Bank Holidays in each leave year.

Notice: During the initial three months’ probationary period, notice will be one week on either side. Subject to satisfactory review and confirmation of the post the notice period will be one month on either side.
How to Apply: -

Please download and complete the College Application form and submit online, to the HR Manager Graham Stowell at the following address human.resources@spc.ox.ac.uk

If candidates prefer to send their application by mail, it should be addressed to:

Graham Stowell  
HR Manager  
St Peter’s College  
New Inn Hall Street  
Oxford  
OX1 2DL.

Applicants should ensure that they outline the reasons for their interest in this position in the personal statement and the qualities they feel would make them particularly suitable for this position. Applications will be judged solely based on how the applicant demonstrates that they meet the selection criteria outlined above.

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.

The closing date for applications will be noon on Friday 22 September 2017.

Recruitment Monitoring:

This post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and with the College and University’s Equal Opportunity Policy and Code of Practice. Applicants are asked to complete a recruitment monitoring form, available from http://www.spc.ox.ac.uk/text/70/vacancies.html and return it to the Human Resources Manager, St Peter’s College, New Inn Hall Street, Oxford OX1 2DL.

Monitoring forms will not be seen by any member of the Interview Panel.