



## Further Particulars

### SENIOR COMMON ROOM AND HALL ASSISTANT

<b>Job Title:</b>	SCR & Hall Assistant
<b>Department:</b>	SCR & Hall
<b>Location:</b>	Merton College, Merton Street
<b>Contract Type:</b>	Permanent
<b>Responsible to:</b>	The Head Steward
<b>Salary:</b>	£25,979.20 per annum

#### Merton College

Merton College was founded in 1264. The College has over 70 Fellows and approximately 600 undergraduate and graduate students. More information on Merton College can be found on the website [www.merton.ox.ac.uk](http://www.merton.ox.ac.uk).

All meals are all served in the magnificent Hall and Senior Common Rooms. The Hall can seat 120 guests in the traditional College style seating. Breakfast, lunch and dinner is served 7 days a week for approximately 50 weeks a year.

#### Main Purpose of the Role

Reporting to the Steward through the Head Butler and Hall Steward, the SCR & Hall Assistant will be expected to work as part of the SCR or Hall team to prepare rooms for food service, serve food and beverages and clear rooms following service.

#### 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.
- Set up furniture and equipment for seminar, teaching, conference or other purposes.
- 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.

## **Experience Required**

### Essential

- Excellent interpersonal skills, with an interest and appreciation of fine food and drink.
- Experience of working in a customer service environment.
- Able to work as part of a team.
- Excellent communication skills.
- Enthusiastic approach to work.
- Flexible in duties and working hours as well as a co-operative attitude.
- Reliable and punctual.
- A good understanding of spoken and written English, with the ability to communicate effectively with a wide variety of people, including Fellows, College Staff, Students and external clients.
- Able to follow instructions.

### Desirable

- Experience as a Waiter/Waitress
- Catering qualifications.

## **Salary and Benefits**

- The salary for this role is £25,979.20 per annum. Overtime is also applicable to this role. Overtime will be required at certain times to cover absence and holidays or other operational requirements.
- Working a 40 hour week (inclusive of breaks), normally working straight shifts over 5 days a week from Monday to Sunday, which may include three different types of shifts per week, the times of which are normally scheduled between:
  - Morning 7.30am to 2.00pm
  - Afternoon 10.30am to 9.30pm
  - Evening 5.30pm to 9.30pm

Times of work will vary in accordance with the weekly duty roster notified to you in advance by your Head of Department and may include weekends and public holidays. There may also be occasions when applicants will be required to work some split shifts to meet operational needs.
- In addition to the normal English bank and public holidays you will be entitled to 30 days holiday.
- The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, and free medical insurance. Meals in College are provided free of charge when on duty and free car parking is available. A loan is available for the purchase of seasonal travel passes and the College operates a Cycle to Work Scheme. The College has a gym, which is free to use for staff and there are a number of organised activities such as yoga and circuit training that are also free for staff.

## Application Process

Those wishing to apply for this post should complete the online application at <http://www.merton.ox.ac.uk/about-merton/vacancies> and upload the following documents:

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- A CV.
- An Equal Opportunities Recruitment Monitoring form. The information collected on the equal opportunities recruitment monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's single Equality Scheme which is published at <http://www.merton.ox.ac.uk/aboutmerton/collegepolicies.shtml>

The position may be discussed further with the Head Steward (email: [malgorzata.skalik@merton.ox.ac.uk](mailto:malgorzata.skalik@merton.ox.ac.uk)).

**Deadline for applications:** The vacancy will only remain open until a suitable candidate is appointed.

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of sex, gender reassignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs or sexual orientation.

**Merton College is an equal opportunities employer.**