Further Particulars
SENIOR COMMON ROOM AND HALL ASSISTANT

Job Title: SCR & Hall Assistant
Department: SCR & Hall
Location: Merton College, Merton Street
Contract Type: Permanent
Responsible to: Malgorzata Skalik
The Steward

Merton College

Merton College was founded in 1264. The College has over 70 Fellows and approximately 600 undergraduate and graduate students. All meals are served in the magnificent Hall and Senior Common Rooms. Entering through the original wrought iron oak door, you follow in the footsteps of many historic figures that have enjoyed Merton’s hospitality over the centuries, including Queen Elizabeth I.

The Hall can seat 120 guests in the traditional College-style seating. Breakfast, lunch and dinner is served seven days a week for approximately 50 weeks a year.

Main Purpose of the Role

Reporting to the Steward through the Head Butler and SCR & Hall Supervisors, 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

- Able to work as part of a team.
- Excellent interpersonal skills, well presented and with an interest and appreciation of fine food and drink.
• Excellent oral communication skills.
• Enthusiastic approach to your work.
• Ability to serve a wide-ranging customer base.
• Flexibility in your duties and working hours.
• Reliable and punctual.
• Experience of working in a customer service environment; experience as a Waiter/Waitress would be an advantageous.
• A good understanding of spoken English.
• Able to follow instructions.

Desirable

• Catering qualifications.

Salary and Benefits

• The salary for this role is £18,200 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, normally over 5 days a week, applicants will be required to work split shifts including evenings, weekends and bank holidays. Times of work will vary in accordance with the weekly duty roster notified to you in advance by your Head of Department.
• In addition to the normal English bank and public holidays you will be entitled to 25 working days holiday and one additional holiday day at Christmas.
• Benefits include membership of the University of Oxford Staff Pension Scheme (OSPS), private medical insurance, free uniform and meals in College when on duty. Free onsite car parking is available.
• College accommodation is not available for this role.

Application Process

Those wishing to apply for this post should complete the online application at www.merton.ox.ac.uk/about-merton/vacancies and upload the following documents by 5:00pm on Friday 12 October 2018:

• 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 www.merton.ox.ac.uk/about/college-policies

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

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 his or her sex, marital status, racial group, disability, age, religion and beliefs or sexual orientation.

Merton College is an equal opportunities employer.