**Further Particulars**

**CASUAL SENIOR COMMON ROOM AND HALL ASSISTANT**

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>SCR &amp; Hall Assistant</th>
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<tbody>
<tr>
<td><strong>Location:</strong></td>
<td>Merton College, Merton Street</td>
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<tr>
<td><strong>Contract Type:</strong></td>
<td>Casual</td>
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<tr>
<td><strong>Responsible to:</strong></td>
<td>Malgorzata Skalik</td>
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<td></td>
<td>The Steward</td>
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**Merton College**

Merton College was founded in 1264. The College has over 70 Fellows and approximately 600 undergraduate and graduate students. All meals are all 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 7 days a week for approximately 50 weeks a year.

The College provides excellent working conditions with our key focus being to offer exceptional service to all of our customers.

**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, and 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.

**Hours**
The hours of work for this will be occasional, as required by mutual agreement, but may include both evenings, weekends and bank holidays.

You will be paid only for the hours you work at the rate of £9.00 per hour. Work will be offered to you on an ‘ad hoc’ basis as and when there is work to be done and you are free to accept or decline such offers of work.

Those wishing to apply for this post should complete the online application at www.merton.ox.ac.uk/vacancies and upload the appropriate documents.

The closing date for applications is 12:00 noon on **Friday 23 November 2018**.

The position may be discussed further with the Steward at email: vacancies@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.**