

FURTHER PARTICULARS

BAR & CATERING ASSISTANT

Job Title:	Bar & Catering Assistant
Department:	College Bar, Senior Common Room & Hall
Contract Type:	Permanent, Full-time, 40hrs a week
Responsible to:	Bar Manager, Head Steward, Head Butler, Hall Steward & Hall Supervisor

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.

The College Bar is open 7 days a week for students, Fellows, staff and their guests. 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 also served 7 days a week for approximately 50 weeks a year.

Main Purpose of the Role

To support the Bar Manager in the day to day running of the College Bars and provide excellent customer service to members and visitors of the College.

To work with the Hall and SCR team during out of term, delivering high standard of service.

Main Duties of the Role

- Deputise during the Bar Manager's absence
 - Carry out regular stock takes and re-order stock as necessary.
 - Organise receipt of deliveries and ensure these are checked off accurately.
 - Maintain condition of bar stock.
- Establish and maintain a high level of Customer Service for Students, College Staff, visitors, Conference and Dinner guests as well as at College events.
- Provide a high standard of service by performing various catering duties for all College members and visitors to the College. Including Hall & SCR service.
- Serve customers food and beverages.
- Carry out manual domestic duties, including various aspects of manual handling, carrying and stock control.
- Clean and prepare service, dining and ancillary areas, ensuring adherence to the required standards of hygiene.
- Ensure accurate charges are made and payment received.
- Act within college health and safety policy and procedures so as to ensure a safe working environment.

- Undertake any other duties as required by the Bar Manager or Steward.
- Attend student events and supervise casual Bar Assistants.
- Required to work in other departments during quiet periods e.g. providing meal service in the Dining Hall and assisting with conferences in the Lecture Theatre.
- Be able to use KX booking system.
- To adhere to and comply with college policies at all times.

Experience Required

Essential:

- Excellent interpersonal skills, with an interest and appreciation of fine food and drink.
- Need to be able to obtain an Alcohol Licence and Disclosure Scotland Certificate.
- Flexible in duties and working hours.
- Friendly and engaging manner with customers.
- 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.
- Accuracy and speed in executing tasks in a cheerful manner even when under pressure.
- Able to work effectively as part of a team and proactively help other team members.
- Able to cope with a busy and demanding environment.

Desirable:

- Experience of working in a bar environment.
- Knowledge of the cellar management (line cleaning).

Salary and Benefits

The salary for this role is £28,891.20 per annum and overtime is also applicable. Overtime might be offered at certain times to cover absence and holidays or other operational requirements.

Working a 40 hour week (inclusive of breaks), typically working 8 hours per day, normally working straight shifts over 5 days a week from Monday to Sunday.

When working in the Bar typically, hours worked will be between 3.30pm – 11.30pm Monday to Sunday. Throughout the year, the successful candidate will be also expected to work up to 14 late events, including BOPs, Gaudy, and the College Ball.

When working in the Hall you will 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.

The post holder is eligible for membership of the University of Oxford Staff Pension Scheme (OSPS), which is a contributory scheme, free medical insurance (which is assessable as a taxable benefit), 30 days holiday per year (excluding bank holidays), free car parking, uniform, meals in College when on duty, cycle to work and electric car schemes and loans for the purchase of seasonal travel passes. 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 Procedure

Those wishing to apply for this post should complete the online application form at www.merton.ox.ac.uk/about-merton/vacancies **and** e mail the following documents to vacancies@merton.ox.ac.uk in the named format '**Last Name First Name Application**'. Please put your **last name and Bar and Catering Assistant**' in the subject line of the e mail.

- A detailed covering letter outlining their motivation for applying and how their skills and experience equip them to undertake the role.
- A CV.

Closing date: The vacancy will only remain open until a suitable candidate is appointed.

Candidates are encouraged to complete an Equal Opportunities Recruitment Monitoring form at the end of the Application 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).

Equal Opportunities

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 their sex, gender re-assignment, 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.