



Further Particulars

CASUAL SENIOR COMMON ROOM AND HALL ASSISTANT

Job Title:	Casual SCR & Hall Assistant
Location:	Merton College, Merton Street
Contract Type:	Casual
Responsible to:	The Head Steward
Salary:	£12.49 per hour

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.

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 Casual 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.

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.

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 £12.49 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.

Application Process

Those wishing to apply for this post should complete the online application at www.merton.ox.ac.uk/about-merton/vacancies **and** e mail to vacancies@merton.ox.ac.uk the following in the named format '**Last Name First Name Application**':

- a Covering letter
- a CV

Please put your **last name** and **'Casual SCR & Hall Assistant'** in the email subject line.

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

Candidates are encouraged to complete 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 Margo Skalik, the Steward by email at 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 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.