Job Title: Bar & Catering Assistant

Department: Domestic Bursary

Responsible to: Bar Manager
Steward

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 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.

Main Duties of the Role

- Deputise during the Bar Manager’s absence
  - Carry out regular stock takes and reorder 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.
- 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.
- Student events and supervise causal Bar Assistants.
- Required to work in other departments during quiet periods e.g. waiting within the Hall and assisting with conferences in the Lecture Theatre.
- Be able to use KX booking system
Experience Required

- Experience of working in a bar environment.
- 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 standard of spoken English.
- 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.

Salary and Benefits

- The salary for this role is £19,988 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. The ability to take holidays will be limited during term time.
- 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.

Application Procedure

Those wishing to apply for this post should complete the online application at [www.merton.ox.ac.uk/about-merton/vacancies](http://www.merton.ox.ac.uk/about-merton/vacancies) and upload the following documents by 12:00 noon on Friday 3 August 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 equality policy which is published at [www.merton.ox.ac.uk/about/college-policies](http://www.merton.ox.ac.uk/about/college-policies).

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