



**New College
Oxford University**

**SCR Assistant Under-Butler
Full Time**

Department	The Senior Common Room
Contract type	Permanent, following satisfactory completion of six months probationary period.
Hours	40 hours per week.
Reporting to	The Head Butler or, in his absence, the Under-Butler.
Additional information	<p>Benefits</p> <ul style="list-style-type: none">• Salary range £26,642 - £28,879 pa dependant on experience, plus Oxford weighting allowance £1,500pa.• Four days out of seven; two days off during the weekdays plus one day off during the weekend.• Straight shifts• Overtime opportunities• 6 weeks holiday + Bank/Public Holidays• Travel pass payment scheme• Free meals when on duty• Excellent pension scheme• Employee Assistance Programme• Cycle to work scheme <p>The College will support the post holder to undertake relevant training to enhance their role performance.</p>
Starting date	Immediate start

Responsibilities/Duties

The Assistant Under-Butler plays a key role within the SCR team, as the role is fully operational and will involve a totally hands-on approach ensuring the smooth-running of our hospitality and catering operation. The general duties include, but are not restricted to:

- Assisting the service of all meals and other catering functions within the College;
- Assisting the day-to-day preparations of dining and meeting rooms;
- Assisting the supervision of part time, casuals and agency staff;
- Assisting the wine cellars management, deliveries and sales process;
- Ensuring that a high level of cleanliness is maintained in the SCR areas at all times;
- Ensuring that all services of alcohol are conducted in accordance with the licensing laws;
- Reporting all accidents and hazards or maintenance issues immediately to the Head Butler;
- Ensuring that own tasks are performed in adherence to the College's Food Hygiene, Fire Safety, COSHH, and Health & Safety policies and code of practice;
- Maintaining a high standard of personal hygiene and to wear a clean uniform while on duty; in addition to appropriate safety PPE when required.

Essential selection criteria required for applicant:

1. Able to work effectively as part of a team;
2. Able to supervise part-time, casual and agency staff when required;
3. Able to work under limited supervision during busy periods, for example, Term Times;
4. Able to take charge and run own events during busy periods, for example, Schools Dinners;
5. Adaptable, mentally agile and able to make decisions;
6. Trustworthy, reliable and good timekeeper;
7. Have sufficient knowledge and skills to handling food allergies;
8. Have good math skills and able to carry out weekly inventories;
9. Have a good command of the English language and able to communicate graciously and effectively across all levels, for example, with College members, guests, staff and suppliers;
10. Have the sufficient skills required to operate computers and other related catering systems;
11. Have the physical capability of doing physical work which involves standing for long periods, carrying and lifting;
12. Hold CIEH food hygiene or an equivalent food hygiene certificate;
13. Have previous experience in colleges, hotels or catering establishments;
14. Have a professional approach to work with high attention to detail;
15. Have knowledge of Fire Regulations, Health and Safety practices, such as COSHH, HACCP and RIDDOR;
16. Have sufficient knowledge and understanding of the importance of equality and diversity in the workplace.

Full role analysis:

- Provided during the interview.

Desirable

- Hospitality qualification e.g. City & Guilds, BTEC or Diploma.
- WEST award in wine and spirits.

New College is an equal opportunities employer

*Hassan Hamed MIH
Head Butler
September 2024*