



Christ Church Job Description

TITLE: Senior Hall Assistant

GENERAL: Christ Church expects its staff to provide a *high* level of service in their role when undertaking their duties as designated by the Hall Manager, Deputy Hall Manager and/or Assistant Hall Managers.

Should it be necessary, for the smooth operation of Christ Church, you will from time to time be expected to work in different areas of the premises. Flexibility is a pre-requisite of the post. You will be provided with a uniform which you will be expected to wear at all times whilst at work.

ACCOUNTABILITY: To the Hall Manager.

HOURS: As per your Statement of Main Terms (SMT) however, you will be required to work additional hours when authorised and as necessitated by the needs of Christ Church. Additional hours will be required throughout the year and particularly during conference periods as per the instructions/roster set out by the Hall Manager.

DUTIES:

- i) Preparation of the Hall for meals, the service of food in Hall and in an adjacent private dining room and other areas, cleaning and washing up.
- ii) Temperature control – daily and weekly monitoring of equipment temperatures including completion of record sheets.
- iii) Ordering, issuing and stock control of cleaning materials, dishwasher and other chemicals.
- iv) The Hall Manager will allocate health and safety and food safety-specific duties from time to time.
- v) Supervisory role for smaller events as directed by Hall Manager, as well as other supervisory responsibilities.
- vi) Deal with customers at all times in a friendly and professional manner.
- vii) End of day banking (pdq receipts).
- viii) Setting agendas and leading team meetings and briefings on a rotational basis.
- ix) To assist junior members, visitors and colleagues, as appropriate, who may have a disability.

- x) Any other duties commensurate with the role.

Other Notes:

- a) You have a duty to comply with Health & Safety Regulations, including COSHH and correct use of PPE (**Personal Protective Equipment**) at all times; If you are unsure about anything please ask the Hall Manager, Deputy Hall Manager or Assistant Hall Managers.
- b) It is important that you are always economical in the use of products and energy.
- c) You will be provided with the College's safeguarding policies and procedures of which you are expected to abide at all times. Failure to comply with these policies will lead to disciplinary action.
- d) To play your part in providing a good working environment promoting a positive attitude and pride in your work!
- e) Breaks as per departmental head. Meals are provided whilst on duty.

This list represents the principal duties only of a Senior Hall Assistant and flexibility and a willingness to help wherever required are both very important facets of the role. The Senior Hall Assistant can call upon the Deputy Hall Manager or the Assistant Hall Managers to assist in resolving problems if in any doubt as to the course of action to be taken.

Please refer to the Staff Handbook and/or your Statement of Main Terms for matters relating to benefits.

June 2022