



CHRIST CHURCH
UNIVERSITY OF OXFORD

Job Description

TITLE: Senior SCR Assistant

GENERAL: Christ Church expects its staff to provide a *high* level of service in their role when undertaking duties as designated by the SCR Manager.

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 SCR Manager and Deputy SCR Manager.

COLLEGE OFFICER: The Steward

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

DUTIES:

- i) Providing and maintaining high standards of food and drink service at luncheon, dinner (including High Table), afternoon tea and a wide range of regular and occasional official and/or private events provided in the SCR. Assisting at college events in Hall and elsewhere in the college including the gardens.
- ii) Supporting, assisting and deputising for the SCR Manager and Deputy SCR Manager in relation to staff supervision and in the maintenance of high standards of cleanliness, order and security in all areas of the SCR.
- iii) Responsibility for health and safety, food safety and relevant compliance. Ability to access and manage the SCR pages of the college's website. You will be expected to take charge in the occasional absences of the SCR or Deputy SCR Managers under specific instruction.
- iv) Advise the SCR and/or Deputy SCR Manager of any orders that are required to be made in relations to: drinks, non-food items, cleaning chemicals etc.
- v) Ability to use the Kinetics system for all events and function information.
- vi) Any other duties commensurate with the role.

Other Notes:

- a) You have a duty to comply with Food Safety and Health & Safety Regulations, including COSHH at all times; if you are unsure about anything please ask the SCR or Deputy SCR Manager.

- b) It is important that you are always economical in the use of products and energy (do not over-stock on cleaning materials: turn off all lights, turn down heating and close windows when leaving rooms if a room is empty);
- c) To play your part in providing a good working environment by promoting a positive attitude and pride in your work.
- d) Breaks and meals, holidays, time off, time-sheets and rosters as per the SCR Manager.
- e) 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.

This list represents the principal duties only of the Senior SCR Assistant and flexibility and a willingness to help wherever required are both very important facets of the role. The Senior SCR Assistant can call upon the SCR Manager or Deputy SCR Manager 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 2021