



CHRIST CHURCH
UNIVERSITY OF OXFORD

Job Description

TITLE: 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 and Deputy 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: day to day operations to the SCR Manager and Deputy SCR Manager, otherwise to the Steward who is also the College Officer.

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, as per the instructions/roster set out by the SCR Manager.

DUTIES:

- i. Providing and maintaining high standards of food and drink service at dinner (including the High Table) and official private events provided in the Common Room;
- ii. Supporting the SCR Manager and Deputy SCR Manager in maintaining standards of cleanliness, good order and security in public rooms and working areas, and of silver, plant and equipment;
- iii. All staff have health and safety, food safety and other compliance responsibilities.
- iv. All Assistants will be expected to use their initiative and demonstrate proactiveness in the occasional absence of the SCR Manager or Deputy SCR Manager.
- v. Advise the SCR Manager or Deputy SCR Manager of any necessary orders that are required to be made (drinks, non-food items, cleaning chemicals etc).
- vi. Undergo training as required to take on additional duties when needed.
- vii. 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 Manager 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) 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 an inclusive and good working environment by promoting a positive attitude and pride in your work.

This list represents the principal duties only of the SCR Assistant and flexibility and a willingness to help wherever required are both very important facets of the role. The 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.

August 2021