



**CHRIST CHURCH**  
UNIVERSITY OF OXFORD

**FURTHER PARTICULARS**

<b>Job title</b>	Bar and Cellar Assistant
<b>Location</b>	Christ Church
<b>Department</b>	Buttery and Undercroft
<b>Salary</b>	£13.16 per hour
<b>Hours</b>	10 hours per week – Flexibility required as working hours will be variable; Monday to Sunday as per the rota set out by the Buttery and Wine Cellar Manager.
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Buttery and Wine Cellar Manager
<b>Application deadline</b>	Please apply as soon as possible as we will review applications as soon as they are received.  Vacancy will remain open until position filled.
<b>Vacancy reference</b>	BU1
<b>Additional information</b>	This post is subject to a six-month probationary period.  As the role involves Bar work please note we cannot accept applications from candidates under the age of 18.

**Christ Church**

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at [www.chch.ox.ac.uk](http://www.chch.ox.ac.uk).

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

**Role of the Bar and Cellar Assistant**

The role involves assisting the Buttery and Wine Cellar Manager with College events taking place in the Buttery and Undercroft (the College bars).

## **Main Duties and Responsibilities**

- Providing a high level customer service in the Buttery and Undercroft (the College bars) and at receptions and functions in a friendly and professional manner and maintain a safe environment at student events.
- Supporting the management of a major cellar and assisting with the provision of wines at dinners, private functions, college banquets, conferences and other events.
- Ensure correct charges are made and payment received using the till.
- Operate good stock controls to ensure minimum wastage.
- Stocking up bars and cellaring wine deliveries.
- Receiving supplier deliveries.
- Cleaning of the bar and cellar areas as required.
- To follow health and safety procedures to ensure welfare of both staff and customers.
- To undertake training.
- Any other duties commensurate with the role.

## **Person Specification**

### **Essential**

- Excellent customer service skills
- Excellent organisational skills
- High standard of personal and food hygiene
- Able to use own initiative, be self-motivated and have a can-do attitude
- High level of accuracy and attention to detail
- Flexibility to work additional hours if necessary and to cover holidays and other absences
- Ability to follow processes and procedure
- Good verbal and written English
- Ideally experience of working in a bar/hospitality environment

### **Desirable**

- Proven working experience in a similar position
- Awareness of relevant H&S requirements

## **Pre-employment screening**

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

## Terms and conditions

- Salary: £13.16 per hour
- Working hours: 10 hours per week. The hours will be variable as per the rota set out by the Buttery and Wine Cellar Manager.

## Employee benefits include:

- 25 days paid holiday pro rata
- The post-holder will be entitled to meals without charge during periods for which these are available
- Generous pension scheme
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development
- A range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges

## How to Apply

To apply for this position please complete our standard Application Form which can be found on the College website: <https://www.chch.ox.ac.uk/vacancies>.

**Please apply as soon as possible as applications will be considered as soon as they are received.**

Applications should be sent to:

Human Resources, Meadows 1, Christ Church, St Aldate's Oxford OX1 1DP or may be emailed to [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk)

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

## **If you need help**

If you have any questions regarding the application process, please contact [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

## **Important information for candidates**

### Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

### Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.