



CHRIST CHURCH
UNIVERSITY OF OXFORD

FURTHER PARTICULARS

Job title	Casual Hall Assistant
Location	Christ Church
Department	Hall
Salary	£14.06 per hour
Hours	Variable
Contract type	Casual
Responsible to	Hall Manager and Deputy Hall Manager
Application deadline	Please note: Early application is advised as we will be considering applications and scheduling interviews as soon as they are received. This post will remain open until the vacancies are filled.
Vacancy reference	CHA001
Additional information	Flexibility is a key requirement for this role. Hours of work will be offered to you on an 'ad hoc' basis when there is a requirement for work to be done according to a weekly rota. As the role is likely to involve Bar work please note that 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

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 Casual Hall Assistant

Our Casual Hall Assistants are well-motivated, friendly and reliable individuals who work in our College's Dining Hall as well as all areas of Christ Church where food and drinks are served. The role requires flexibility with hours worked on a rota basis covering breakfast, lunch and dinner as well as evenings assisting at College functions and events e.g. formal dinners, weddings, gaudies.

Main Duties and Responsibilities

Operation of College Meals and Refreshments

- Assist with set up and service of meals to students, staff and guests from the Servery.
- Prepare the tables for the appropriate College meal, ensuring that the College's high expectations are maintained.
- Provide high standard table service for meals in the Hall, guest nights and formal events.
- Clear the tables to a good standard of cleanliness from all meals in Hall.
- Set up the Hall or other dining locations within College to the appropriate standard.
- Assist with the set up and service of refreshments as and when required.

Customer Service

- Serve College members, staff and guests at formal dinners and functions.
- Maintain a professional relationship with all College members, staff and guests.
- Serve students and maintain the cleanliness in the student food service areas, as and when requested.
- Update as necessary and use the computerised till system to accurately record all purchases and transactions.

Additional Responsibilities

- Keep all areas within responsibility clean and tidy and report any faults or problems.
- Maintain high standards of personal hygiene and appearance, wearing the appropriate uniform at all times.
- Maintain Health and Safety standards and procedures, undertaking Basic Food Hygiene Training and maintaining high standards of food hygiene.
- Any other tasks as requested by the Hall Manager, Assistant Hall Manager or senior member of staff.

Person Specification

Essential Knowledge, Skills & Experience

- Good standard of education
- Good standard of spoken and written English
- Able to provide a high level of customer service
- Well-motivated to provide a quality experience
- Good communication and interpersonal skills
- Able to use own initiative
- Willingness to learn and develop
- Work effectively as part of a team

Desirable

- Experience of working in the hospitality industry

Pre-employment screening

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. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

Terms and conditions

- Salary: Currently £14.06 per hour.
- Working hours: Variable as per the weekly rota. The post-holder will need to have a flexible approach to working hours.

Employee benefits

- The post-holder will be entitled to lunches without charge when working more than six hours during periods for which these are available
- As a casual worker, you may be eligible to join the National Employment Savings Trust (NEST) 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 the documentation listed below.

Please note: Early application is advised as we will be considering applications and scheduling interviews as soon as they are received. This post will remain open until the vacancy is filled

As the role is likely to involve Bar work please note that we cannot accept applications from candidates under the age of 18.

Application document(s) should include:

- A completed application form, including the names and contact details of two referees. References will only be taken up for the successful candidate;

Applications should be sent to:

Human Resources, Meadows 1, Christ Church, St Aldate's Oxford OX1 1 DP or may be emailed to 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. 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.