



CHRIST CHURCH
UNIVERSITY OF OXFORD

FURTHER PARTICULARS

Job title	Hall Assistant
Location	Christ Church
Department	Hall
Salary	£29,244.80 per annum
Hours	40 hours per week - variable according to rota
Contract type	Permanent
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 vacancy is filled
Vacancy reference	HA001
Additional information	This post is subject to a four-month probationary period. 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.

Hall Assistant

We are seeking to build up a team of well-motivated, friendly, reliable individuals with food service skills and experience who will work in the College's Dining Hall.

Christ Church needs people to work on shifts covering breakfast, lunch and dinner and working at college functions and events e.g. weddings, gaudies. The weekly rotas are a mixture of early and late shifts over a rolling 4-week rota system.

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.
- Ensure that the servery and service areas are clean and tidy, assisting with waste removal and washing up.
- 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.
- Complete any administration as requested including food temperatures, wastage and cleaning schedules.

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 Managers.

Person Specification

Essential Knowledge, Skills & Experience

- Good standard of education.
- Good standard of spoken and written English
- Awareness of the importance of good customer service.
- Enthusiasm and drive to provide a quality experience.
- Good communication and interpersonal skills.
- Able to use own initiative to continually improve.
- Willingness to learn and develop.
- Experience of working effectively as part of a team.

Desirable

- Previous hospitality experience desirable, however full training will be given.

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 (applicants must have current and ongoing right to work in the UK without restrictions as Visa sponsorship is not provided); 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: £29,244.80 per annum
- Working hours: 40 hours per week, variable as per the rota. The post-holder will need to have a flexible approach to working hours.

Employee benefits

- Full time Christ Church employees enjoy 25 days paid holiday per calendar year and a further eight Bank Holidays.
- The post-holder will be entitled to lunches without charge when working more than six and a half hours 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.
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme.
- Season ticket loans for public transport.
- 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.
- Equal Opportunities Monitoring Form.

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.