



St John's College
Oxford

FOOD AND BEVERAGE ASSISTANT Further Particulars

About St John's College

St John's College is one of the larger colleges within the University of Oxford. Founded in 1555 by Sir Thomas White, the College is a long-established member of the thirty-eight colleges of Oxford University. Like all Oxford colleges, it is an independent, self-governing establishment, which functions both, as an academic institution and as a social and residential centre for its members. The College has around 650 students and 100 Fellows. For further information about the College, please visit our website at www.sjc.ox.ac.uk.

Overview of the Role

This is a role with varied duties. On a daily basis, the Food and Beverage Assistant will be clearing and setting tables, serving meals and/or drinks and dealing with payments. You may also be asked to assist with College functions. The role will also involve some light cleaning duties.

The post holder will be confident and well presented, with experience of working in the catering industry, in a College, restaurant or hotel, serving food and beverages. They will have very good communication and interpersonal skills and be familiar with using IT systems and applications, in particular Microsoft Office applications. An ability to work effectively with others and a flexible attitude towards working hours are essential.

Main Duties

- Provide welcoming and high-quality hospitality and customer service at all times, serving a wide range of internal and external customers (e.g. Fellows, students, College guests, staff, conference delegates) and meeting dietary requirements
- Lay and clear tables in Hall or functions areas and attend during meal service
- Check and return silver and cutlery after use
- Assist with refreshments for conferences and events around the College site
- Use equipment as directed by the Front of House Manager
- Work as a part of a busy team
- In agreement with the Front of House Manager, work in any area of the College when needed; i.e. the Kendrew Café, the College Bar, the Hall/Buttery and the Senior Common Room (SCR)
- Report maintenance requirements immediately to the Front of House Manager.
- Be familiar with, and work in accordance with, all College's policies and procedures and comply with all relevant Health and Safety and Food Hygiene regulations

- Ensure appearance is neat and tidy and uniform is worn at all times

Cleaning

- Clean relevant areas daily
- Clean silver (including polishing), crockery, cutlery etc. and equipment prior to tables being laid and after service
- Assist with washing glasses, either by hand or by machine

Stock

- Assist with ensuring that all deliveries are correctly received, stored and documented appropriately
- Assist with rotating stock at all times

Cash

- Operate tills during service
- Adhere to the College's relevant financial procedures

Health and Safety

- Ensure that the relevant legislation and College policies regarding hygiene and health and safety are observed at all times
- Ensure the health and safety of students, Fellows, staff, guests and suppliers is maintained

Security

- Assist with the safekeeping of keys and with ensuring that appropriate security measures are in place to prevent unauthorised access

Training

- Attend training courses for relevant qualifications or other relevant areas as and when requested
- Attend mandatory training on Health and Safety and IT security

Administration

- Assist the Front of House Manager with administrative tasks as required
- Check the College events booking software (Kinetic Solutions) for updates on events.

This is not an exhaustive list and other duties may emerge as necessitated by changing roles within St John's College.

Reporting Structure

The Food and Beverage Assistant reports directly to the Front of House Manager.

Key Contacts

The Food and Beverage Assistant will be required to work effectively with other members of staff in College, and maintain a friendly and harmonious working environment.

Terms and Conditions

Salary: £25,979 per annum

Hours of work:

- This appointment is full-time; 40 hours per week on 5 days out of 7 shift pattern.
- Your normal working pattern might require you to work nights, Saturdays, Sundays, or Bank Holidays.

Overtime: time worked in addition to your usual hours will usually be compensated for with time off in lieu. Where pay is provided by way of overtime, this will be at “Flat Rate”, with the exception of designated “Special Holidays” (currently these are Christmas Day and New Year’s Day where overtime will be at Double Time). Overtime / Time in Lieu will only become applicable once full contractual hours have been worked in any given week.

Annual leave: the leave year runs from 1 January to 31 December each year. Further information about annual leave, and long service leave entitlement is detailed in the staff handbook.

Your holiday entitlement is 38 days inclusive of 8 Bank Holidays (pro rata for part time staff) and is to be taken by agreement with your line manager. The College operates fixed closure days where you will be required to use holidays.

Uniform: A uniform will be provided.

Pension: As an employee of St John’s College you will automatically be enrolled into the St John’s College Staff Pension Fund with effect from the first day of your employment, subject to the trust deed and rules governing the scheme from time to time. Contributions will be payable in equal monthly instalments in arrears. Your contributions shall be made by way of deduction from your salary.

Probationary and Notice Periods: The appointment is subject to satisfactory completion of a six-month probationary period, during which time the notice period will be one week on either side. Once the appointment has been confirmed, the notice period on either side will be:

- (a) After the initial probationary period, and up to four years’ service – one month
- (b) For each full year of continuous service after four years’ service – not less than one week for each continuous year of service, up to a maximum of twelve weeks’ notice.

Meals: The post holder is entitled to a free meal on days when working at the College site (except when the kitchen is closed).

Application Procedure

If you consider that you meet the selection criteria, please send your application consisting of a covering letter explaining your suitability for the post and a full CV with your complete education and employment history (as a single pdf), by email [to vacancies@sjc.ox.ac.uk](mailto:to_vacancies@sjc.ox.ac.uk).

Closing date: open until filled.

Please state the names, addresses and telephone numbers of two people who are prepared to give you a reference for this position. Referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Please indicate whether we can contact them at this stage.

If your application is successful your appointment will be subject (i) to the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probation period.

Equal Opportunities Statement

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases the ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their sex, marital status, sexual orientation, racial group, age or disability.

Data Protection

All data supplied by candidates will be used only for the purpose of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018, General Data Protection Legislation, and the College's Data Protection Policy and recruitment monitoring process.