**Job Description**

**Job Title:** SCR Steward  
**Accountable to:** Head Steward and Catering Manager  
**Accountable for:** Front of House staff (as seconded to the SCR)  
**Liaison with:** Fellows, Students, Staff

**The College**

University College serves approximately 600 students and 250 staff throughout both the academic and calendar year. The Fellowship of the College and their guests dine in Hall and the Senior Common Room for 6 nights each week where they enjoy a four-course fine dining experience.

**The Role**

Under the instruction of the Head Steward, the SCR Steward is to ensure that an excellent SCR experience is consistently delivered to College standards. The SCR Steward is responsible for maintaining a high presentation of food, table and the broader setting at all times. Communication with the kitchens must be accurate and timely and all staff must be impeccably presented throughout proceedings. The post-holder must always maintain good relations with the Fellowship.

**Overview of duties**

- Promote the values of Collegiate dining to all members of the SCR;
- Encourage participation from newer and younger cohorts of the SCR by supporting changing needs and expectations of a dining experience while respecting the best traditions and ethos of the College at all times;
- To run SCR dinners and events with the assistance of FOH staff as required;
- Ensure the standards set out by the Domestic Bursar, Catering Manager and Head Steward are followed and maintained at all times;
- Ensure that the facilities are maintained to the highest standards and treated with respect by catering staff and members of the SCR;
- Suggest upgrades and furniture/furnishing improvements as required;
• Liaise with the Housekeeping Team about high standards of cleaning and presentation;
• To maintain high standards of room and table presentation;
• Ensure the Summer Common Room and Payne Rooms are set up for all morning arrival, post lunch and pre-dinner activity by the Fellowship; including but not limited to:
  o SCR coffee area being fully stocked and well-presented including undercounter fridge and cupboards;
  o newspaper and magazines being on display;
  o attention to detail of room set up, temperature, lighting etc;
• Aid the Head Steward in the training and development of the Front of House catering team;
• Provide cross-cover for the Hall Steward to run Formal Hall and Hall events;
• Ensure adherence to college policy on cash handling and associated procedures;
• To ensure compliance with all food hygiene legislation and ensure that staff comply at all times with Health and Safety regulations; and pursue any training requirements required.

Specific Duties

Dining Events

• To assist the Head Steward of the fine dining experience offered at Univ, including but not limited to:
  o Support to the Senior Member present
  o Impeccable delivery of the plate
  o Unobtrusive clearance
  o Serving coffee at table
  o Pre/Post dinner drinks set up (including system of battels charging)
  o Room decoration and temperature
• To lead by example on the decorum to be observed at all times on formal occasions;
• Ensure an appropriate level of staff service to enable staffing in dining areas to be managed efficiently;
• To engage with the SCR membership about the standard and quality of the offer, encouraging feedback and suggestions where appropriate;
• To liaise effectively with the kitchens and Head Chef on the presentation and provision of the food offer;
• Oversee the setup, service and presentation of Alington Room lunch as served to Fellows during the week;
• Ensure correct stock rotation, cleaning schedules and Health and Safety paperwork is completed as required in areas as instructed by Head Steward.

Equipment and Storage Areas

• Ensuring that broken or damaged items are logged for repair or replacement;
• Ensure the safety and security of College silver on behalf of the Head Steward;
• Checking the standards of equipment and consumables before they are accepted from suppliers (laundry etc.);
- Oversee WCR glass, crockery, cutlery and china inventory and order as instructed;
- Take ownership of work and storage areas including: Alington Room pantry, WCR store room, WCR pantry;
- Assist the Head Steward and Catering Manager in ensuring storage and spaces are utilised to maximum potential and are kept clean and organised at all times.

**SCR Cellars**

- Arrange for the SCR and DB wine cellars to be restocked as necessary;
- Instruct on the pairing of wine with food for SCR events and other College events as requested;
- Instruct on wine service at table;
- Assist in the training of staff on the stocking, stock control, rotation ensuring minimal waste, and use of wine;
- Arrange for wines required for SCR events to be brought up from the cellars in a timely manner.

Any other duties commensurate with the role and grade
Person Specification

Qualifications, Skills and Experience

Essential

- Experience of supervising food service, ideally from within a quality driven environment
- Proven experience of staff supervision
- Excellent customer service skills
- Experience of providing diplomatic and productive responses to customer and staff concerns
- Excellent communication skills, equally able to communicate to a range of audiences
- A good understanding of Health and Safety legislation
- Management/Supervisory Qualification
- WSET Level 1 in Wine
- The ability to work flexibly in line with the demands of the role and to be willing to go that extra mile to ensure the gardens are kept to the highest standard.

Desirable

- Experience of working within a similar environment
- WSET Level 2 in Wine