



## Job Description

<b>Job Title:</b>	Food and Beverage Service Assistant
<b>Department:</b>	Domestic Bursary - Hall
<b>Responsible to:</b>	Catering Manager with line management to the Head Steward and Hall Supervisors
<b>Liaison with:</b>	Fellows, Students, College Staff, External Customers.
<b>Benefits include:</b>	Paid breaks, free meal on duty, ongoing training, uniform provided

### Overview

University College was founded in 1249 and is known for being the oldest Oxford College. Rich in history we offer first class catering and hospitality to our students, Fellows and visitors. Our Great Hall seats up to 170 guests; in addition there are smaller private dining rooms used throughout the whole year. We offer a self-service option for our students and visitors through our modern Buttery, providing hot meals along with sandwiches, salads and soup. We also run a student Bar five nights a week.

### Job purpose

Our Food and Beverage Service Assistants help to deliver our hospitality services in a professional and efficient way. You will be expected to be flexible and work in different areas of the College and its sites.

### Responsibilities:

- Preparation and service of food and drink at dinners and events within the college.
- Setting up and clearing tables, cleaning and polishing equipment and areas of service.
- Serving food in the Buttery to students and visitors.
- On occasions to help serve drinks in the Bar (opt-out available if required)
- Deal with customers at all times in a friendly and professional manner.
- Assist members, visitors and colleagues with a disability as appropriate.
- Co-operate with colleagues in the interest of College students.
- Conduct manual domestic duties, including manual handling and carrying.
- Act within health and safety policy/procedures, to ensure a safe working environment
- Carry out duties as specified by the Head Steward within the general scope of this post.



## Person Specification

### *Qualities, Experience and Qualifications*

#### *Essential*

- Previous experience in hospitality
- Able to demonstrate excellent customer service
- Experience of working within a team in a fast-paced hospitality environment
- A can-do approach to work
- Able to be flexible with work shift patterns, key times being mid-week formal dinners with a late finish
- Locality - able to travel to work with ease and demonstrate reliability and punctuality
- English language proficiency - ability to communicate well with colleagues, students, and guests alike
- Clear enthusiasm for the role and be a people person with hospitality skills

#### *Desirable*

- Previous experience of college experience
- Some experience of bar work is desirable but not essential
- NVQ level 1 in food service and food handler's hygiene certificates