



## Further Particulars

### Front of House Manager

#### About the College

Founded in 1249, University College (known as 'Univ') is one of the oldest educational foundations in Oxford. It combines a long history with a modern, inclusive outlook, fostering excellence in teaching and research. Univ is committed to academic endeavour at the highest standard, merit-based admission, and the tutorial system that defines Oxford.

The College occupies a historic site in central Oxford and is a lively community of around 415 undergraduates and 240 graduates from a wide variety of backgrounds. It offers a rigorous and nuanced education designed to inspire its students to be intellectually bold, to welcome challenge and be open to new ideas and ways of thinking.

Throughout both the academic and calendar year, the College caters for approximately 660 students and 250 staff. About 350 diners come through the Buttery on a daily basis, which provides up to 130 three course plated dinners three nights a week. In addition, the Fellowship of the College and their guests dine in Hall and the Senior Common Room regularly where they enjoy fine dining experience.

Summer schools, conference catering and private diners are also provided for, with high end fine dining and weddings being an important part of our portfolio. For further information about the College go to [www.univ.ox.ac.uk](http://www.univ.ox.ac.uk).

#### The Catering Department

The Catering Department, which includes the Kitchen and the Front of House, is situated in the heart of the College, off the main quad. The Catering Department's main activity takes place in the Kitchen (food preparation), the Buttery (breakfast and lunch service) and the Dining Hall (all meals and special events). Food and other refreshments may also be served in smaller dining areas and anywhere else in College, as required.

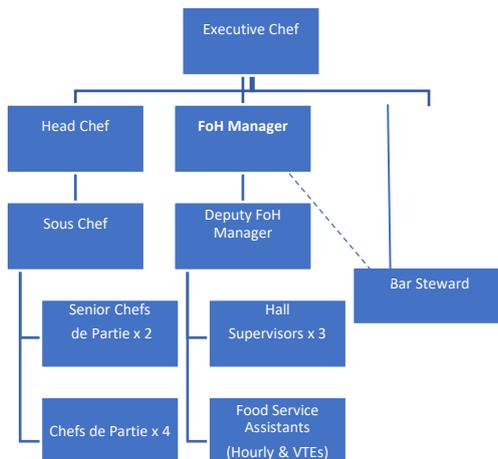
The Executive Chef is in charge over all of the Catering Department, with the Front of House Manager and Head Chef managing the Front of House and Kitchen Teams respectively.

#### The role

The Front of House Manager reports to the Executive Chef and works alongside the Front of House staff team (and the chefs) to maintain the smooth day-to-day running of dining areas, the Senior Common Room (SCR), and a wide range of College events. The role focuses on operational coordination, supervising front-facing staff, maintaining service standards, and ensuring well-presented facilities for students, Fellows, staff, etc.

The post-holder will bring exceptional customer service standards to the role and ensure the team functions in a coordinated, effective and efficient manner daily. The ideal candidate will possess excellent communication and customer service skills, outstanding organisational abilities and have

a passion for continuous improvement at a personal and team level. (see attached Job Description for further information).



## Pay and Benefits

The post is offered on a permanent, full-time basis (36.5 hours a week - Monday to Sunday). The salary is on Oxford University's Grade 6 scale - £35,681 - £41,636.

In line with the responsibilities of the post, flexibility in working hours and days will be required. Occasionally, the post holder will be expected to complete some out-of-hours work for events and College meetings.

The post carries with it generous benefits, including:

<p><b>Annual Leave</b> 30 days' annual holiday excluding bank holidays*</p>	<p><b>Free Lunches</b></p>	<p><b>Discounted Bus Pass</b></p>
<p><b>Pension</b> Membership of the USS Pension Scheme</p>	<p><b>Occupational Sick Pay</b></p>	<p><b>Bicycle Purchase</b> Salary Sacrifice Scheme</p>
<p><b>Family Friendly Policies &amp; Practices</b></p>	<p><b>Private Health Insurance</b> with access to spouse/partner and children</p>	<p><b>Training &amp; Development</b></p>

Holiday cannot normally be taken during term time and College Staff may be required work on Bank Holidays falling during term time

The appointment will be conditional on verification of the right to work in the UK.

## How to apply

Please complete the application form and email to: [hr.admin@univ.ox.ac.uk](mailto:hr.admin@univ.ox.ac.uk) or post to: HR Team, University College, High Street, Oxford, OX1 4BH

Right to work: All applicants must be eligible to work in the UK and may need to bring proof to the

interview.

**Deadline for applications - 12.00pm on 11 March 2026**

Interviews will take place from 17 March 2026

For an informal discussion about the post, please contact: Darren Lomas, Executive Chef  
[darren.lomas@univ.ox.ac.uk](mailto:darren.lomas@univ.ox.ac.uk)

*The College is an equal opportunities employer and applicants are asked to complete the confidential and anonymous recruitment monitoring form to support the College in its monitoring duties. The appointment is subject to the right to work in the UK and satisfactory references.*