



**New College
Oxford University**

**SCR Assistant Under-Butler
Full Time**

Department	The Senior Common Room
Contract type	Permanent, following satisfactory completion of four months probationary period.
Hours	40 hours per week.
Reporting to	The Head Butler or, in his absence, the Under-Butler.
Additional information	<p>Benefits</p> <ul style="list-style-type: none">• Four days out of seven; two days off during the weekdays plus one day off during the weekend.• Straight shifts.• Overtime opportunities.• 6 weeks holiday out of Term Time + Bank/Public Holidays.• Travel pass payment scheme• Free meals when on duty• Excellent pension scheme• Employee Assistance Programme• Cycle to work scheme <p>The College will support the post holder to undertake relevant training to enhance their role performance.</p>
Starting date	Immediate start

Responsibilities/Duties

The Assistant Under-Butler plays a key role within the SCR team, as the role is fully operational and will involve a totally hands-on approach ensuring the smooth-running of our hospitality and catering operation. The general duties include, but are not restricted to:

- Assisting with the service of all meals and other catering functions within the College.
- Assisting with the day-to-day preparation of dining and meeting rooms.
- Assisting in the supervision of part-time, casual, and agency staff.
- Assisting with the management of the wine cellars, including deliveries and the sales process.
- Ensuring that a high level of cleanliness is maintained in the SCR areas at all times.
- Ensuring that all service of alcohol is conducted in accordance with licensing laws.
- Reporting all accidents, hazards, or maintenance issues immediately to the Head Butler.
- Ensuring that all tasks are performed in adherence to the College's Food Hygiene, Fire Safety, COSHH, and Health and Safety policies and codes of practice.
- Maintaining a high standard of personal hygiene and wearing a clean uniform while on duty, together with appropriate PPE when require

Essential selection criteria required for applicant:

- Have at least two years previous catering experience in colleges, hotels, or hospitality establishments.
- Have a good command of the English language and be able to communicate graciously and effectively across all levels, for example, with college members, guests, staff, and suppliers.
- Able to use electronic devices, for example, a computer and smartphone, to check workload, send and receive emails, operate the EPOS system, and work with job-specific spreadsheets.
- Able to work effectively as part of a team.
- Able to supervise part-time, casual, and agency staff when required.
- Able to work under limited supervision during busy periods, for example, during Term Time.
- Able to take charge and run own events during busy periods, for example, School Dinners.
- Adaptable and able to make sound decisions at short notice.
- Trustworthy, reliable, and a good timekeeper.
- Have sufficient knowledge and skills to handle food allergies.
- Have the physical capability to perform work that involves standing for long periods, carrying, and lifting.
- Hold a CIEH Food Hygiene or equivalent food hygiene certificate.
- Have a professional approach to work, with high attention to detail.
- Have knowledge of Fire Regulations and Health and Safety practices, such as COSHH, HACCP, and RIDDOR.
- Have sufficient knowledge and understanding of the importance of equality and diversity in the workplace.

Desirable

- Hospitality qualification
- WEST award in wine and spirits.

New College is an equal opportunities employer

*Hassan Hamed MIH
Head Butler
May 2026*