



£22,141

New College
Oxford University

Assistant Under-Butler

Full Time

Department	The Senior Common Room
Contract type	Permanent following satisfactory completion of six months probationary period.
Pay scale	University Grade 3.5 to 3.9 Salary range of £22,141.00 to £24,829.00 per annum subject to experience.
Hours	40 hours per week.
Reporting line	The Head Butler or in his absence the Under-Butler.
Additional information	<p>The post holder has entitlement to join:</p> <ul style="list-style-type: none">▪ Bus pass scheme;▪ Childcare voucher scheme;▪ Cycle scheme;▪ Pension scheme (OSPS). <p>The post holder has eligibility to:</p> <ul style="list-style-type: none">▪ Four weeks holiday, rising to 6 weeks on completion of the first-year service;▪ Free meals whilst on duty;▪ Full uniform and PPE will be provided. <p>The College will support the post holder to undertake relevant training to enhance post holder's role performance.</p>
Starting date	Immediate Start.

Responsibilities/Duties

This role is fully operational and will involve a totally hands-on approach to work in all food and beverage areas as and when required. The general duties include, but are not restricted to the following:

- Assisting the Head Butler and the Under-Butler in the service of all daily meals and various catering functions within the College and liaising where necessary with other departments.
- Supervise Casuals and Agency staff during SCR events when required.
- Assisting the Head Butler and the Under-Butler with the wine cellars management process.
- Carrying out cleaning tasks in service areas in line with the department's cleaning schedules in order to ensure that a high level of cleanliness is maintained in all areas at all times.
- Carrying out duties in adherence to the College's Food Hygiene Policy, and current Food Hygiene and Health & Safety legislation.
- To carry out duties in adherence to the College's Fire Safety and COSHH policies.
- Ensuring that all services of alcohol are conducted in accordance with the licensing laws.
- Maintaining a high standard of personal hygiene and to wear a clean uniform while on duty, to wear and use appropriate safety PPE when required.
- Maintaining the effective communication between the SCR Team, Hall and Kitchen teams so that service runs smoothly.
- Operating equipment such as dishwashers, vacuum cleaners, kettles or microwaves etc.
- Reporting all accidents and hazards or maintenance issues immediately to the Head Butler.

Essential selection criteria required for applicant:

1. Able to check in/out wine stock, store and process wine orders.
2. Able to communicate across all levels of the College, for example, with College members, guests, staffs and suppliers.
3. Able to work effectively as part of a team.
4. Has CIEH food hygiene or an equivalent food hygiene certificate.
5. Has knowledge of Fire Regulations, Health and Safety Practices including COSHH, HACCP and RIDDOR.
6. Has knowledge of handling food allergies.
7. Has knowledge of Fine Dining and food service styles.
8. Physical capability of doing physical work, which involves standing for long periods, carrying and lifting.
9. Previous experience in colleges or hotels in a similar role.
10. Professional approach with a high attention to detail.
11. Trustworthy, reliable and good timekeeper.
12. Understanding the importance of equality and diversity.

Full role analysis:

- Provided during the interview.

Desirable

- Hospitality qualification e.g. City & Guilds, BTEC or Diploma.
- Knowledge of operating EPOS systems.
- National Certificate for Personal Licence.
- WEST award in wine and spirits.

New College is an equal opportunities employer

*Hassan Hamed MIH
Head Butler
August, 2021*