



NEW COLLEGE  
OXFORD

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<b>Job Title:</b>	<b>Buttery Porter</b>
<b>Department:</b>	<b>Catering</b>
<b>Responsible to:</b>	Catering Manager
<b>Reports to:</b>	Food and Beverage Manager / Assistant Manager
<b>Liaison with:</b>	Chefs, Catering Staff, Students & other College Staff
<b>Responsible for:</b>	Professional Delivery and Service of College Catering Requirements and the means to do so

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### **Overall Objective**

- To provide students and conference guests with a high standard of food service in a professional and courteous manner.

### **Main Duties/ Key Responsibilities**

- The proper use of equipment used, primarily dishwasher, and its correct cleaning and maintenance.
- Regularly check throughout shift that the convey belt is running smoothly.
- Ability to work in a safe and responsible manner.
- Clearing catering areas after services.
- Having the ability to work as a member of a team.
- Filling out of relevant time sheets and documents required by your line manager.
- Excellent time management skills.
- Willingness to be flexible to adapt to the needs of the Catering Department.  
Assisting in the Coffee bar
- providing counter, served, buffet and banquet services to the highest standard when and where needed.

- Preparing the Hall and other areas of New College & associated areas (this includes areas such as Undercroft, Red Room, Lecture Rooms, Gardens, Cloisters and Warden's Lodgings) for the provision of food and drink service
- Abiding by Food Safety practices
- Providing a high standard of beverage services for student and conference guests
- Preparation of areas for the provision of beverage services
- Providing a professional and courteous service to all clients of the catering department
- First class standard of personal presentation
- Ability to converse fluently in English
- Ability to maintain COSHH standards in line with legislation
- Washing/storage and replenishment to appropriate area all crockery/cutlery/service utensils
- Sweeping/mopping/polishing of the dining hall/buttery and associated areas floors and tables/chairs

#### **General**

- To carry out any other tasks requested by your Head of Department or line manager
- To follow the rules and regulations laid out in the College's employee handbook
- To comply with the College's policies & procedures, including any Health & Safety policies relevant to your role

The above job description is a guide to the work you may be required to undertake and may change from time to time to reflect changing circumstances.