FURTHER PARTICULARS

Post: Dining Services Assistant
Responsible to: Head Butler
Contract: Full-time (36½ hours), permanent position
Hours: 8am – 4pm or 9am – 5pm, Monday to Friday (minus breaks)
Salary: Grade 3, £22,681 - £24,533 pa depending on experience

INTRODUCTION

We are seeking to appoint an enthusiastic, well-presented Dining Services Assistant.

All Souls College is a registered charity and is unique among Oxford colleges in having no students. It has a Fellowship of some 80 consisting principally of Research Fellows and holders of University posts and employs some 70 full and part-time staff. It regularly hosts seminars, conferences, and other special events. Further details of the College may be found elsewhere on the website, http://www.asc.ox.ac.uk/.

JOB DESCRIPTION

The Dining Services Assistant will work as part of a team, under the day-to-day direction of the Head Butler and under the overall supervision of the Manciple. Professionalism and commitment to the delivery of high-quality catering services are essential as are initiative, flexibility, and the ability to work under pressure when required.

The applicant will work either from 8am – 4pm or 9am – 5pm according to need, Monday to Friday and a flexible approach is needed, however no split shifts, evening or weekend work are required. Overtime will be available if wanted. The post holder is required to:

1. Provide a high-quality service of food, wine and refreshments including service preparation, waiting on table, and after meal services to the College Fellows and their guests and ensure special dietary requirements are met.
2. Provide a discreet, courteous, confidential service at all times.
3. Ensure a high standard of customer service and maintain the highest traditions of the College.
4. Ensure the meeting rooms are prepared and ready for seminars and ensure that rooms are cleared after events, ready for the next users.
5. Ensure correct food labelling, paying particular attention to allergens.
6. Maintain a high level of cleanliness in the Pantry areas.
7. Ensure correct storage of food and checking of use-by dates
8. Keep abreast of all College functions and events via the Events calendar.
9. Assist with setting up of food and drink services as required.
10. Assist with monitoring and recording attendance at meals and other events as directed.
11. Ensure that “Lay and Leave” refreshments for College rooms are prepared, in place and cleared away after use.
12. Help maintain, prepare and tidy the dining and common room areas.
14. Assist at the annual Silver Audit.
15. Assist with the preparation and moving of furniture for catering and other events.
16. Maintain effective communication with colleagues, Fellows and their guests.
17. Maintain a smart appearance and wear the College uniform and PPE as supplied at all times when on duty.

The post holder is expected to undertake any other duties or tasks as reasonably directed or requested by the Head Butler. This job description may be subject to review in consultation with the post holder.

**Person Specification**

**Essential Criteria:**

a. The ability to communicate fluently and clearly in spoken English with Fellows, staff and third parties, to follow written instructions, and be able to write in English and maintain accurate records;
b. Able to work quickly under pressure, whilst remaining calm and polite;
c. The highest personal integrity, loyalty and commitment;
d. Understands health and safety regulations relating to a catering establishment;
e. Strong interpersonal skills and a good team member;
f. Excellent customer services skills;
g. Keen attention to detail and the ability to anticipate;
h. Flexible and prepared to respond to requests at short notice;
i. Excellent attendance and timekeeping;
j. Able to work with minimum supervision;
k. Smart and well presented at all times;
l. Willing to learn and adapt.

**REMUNERATION**

The salary for this appointment will be on the University Grade 3, with a starting salary of between £22,681 and £24,533 per annum for a 36½ hour week depending on experience. Breaks are unpaid (a 20 minute lunch break plus 2 tea breaks). The salary is paid in equal monthly instalment in arrears. Salaries are reviewed annually in August each year.
PENSION

The person appointed will be automatically enrolled in the Universities Superannuation Scheme (USS). Further information can be found at https://www.uss.co.uk/. USS is a qualifying pension scheme which means it meet or exceeds the Government’s standards for pensions. Employee’s contributions will be made by the College’s salary sacrifice scheme.

HOLIDAYS

The successful applicant will be entitled to:

- 20 working days’ paid leave
- 8 bank holidays (or alternative days decided by the College),
- Additional holidays during the College closed period at Christmas/New Year and Easter.

MEDICAL INSURANCE

On satisfactory complete of probation, the appointee (and their dependents) will be eligible to for medical insurance cover for which the College pays the premium, although it should be noted that this benefit is taxable.

APPLICATIONS

Applications should be submitted to the Manciple’s Secretary & HR Officer, All Souls College, Oxford, OX1 4AL or by email to manciple.secretary@all-souls.ox.ac.uk by 5.00pm on Thursday 7th December 2023 and should include:

- A covering letter explaining how you meet the essential criteria for this post;
- A completed application form;
- A completed Equal Opportunities Monitoring questionnaire – this will not be seen by those involved in the selection process and will play no part in the selection process, but the information provided enables the College to monitor the success of its equality policy.

Interviews will be held on Tuesday 12th December 2023.

If you would like an informal discussion about the post before applying, please email the Head Butler – head.butler@all-souls.ox.ac.uk.

SB
24/11/23