



JOB DESCRIPTION

Post:	Hospitality Assistant
Department:	Dining Services
Reports to:	Head of Hospitality
Supervised by:	Hospitality Manager
Liaison with:	All other departments
Hours of work:	Full-time, 36½ hours per week on a rota including evenings and weekends

Job Description

The Hospitality Assistant will work as part of a team to deliver high quality catering services for the staff and Fellows of All Souls College and their guests. This role includes working in the Hall, Buttery and Fellows' common room, as well as providing hospitality and catering services for internal and external events and conferences.

We are looking for someone who is able to work flexibly across the week, including regular evenings and weekends, and on a mixture of early and late shifts. This post requires someone with a positive, professional attitude to work and commitment to delivering exceptional service. Good communication, flexibility and initiative are essential, as is the ability to work effectively as part of a team.

The post holder is required to:

- Assist in creating a warm and welcoming environment for the fellows, staff and guests
- Provide a high-quality service of food, wine and refreshments at all times for College Fellows, guests and staff.
- Provide high standard table service for meals in the Hall, guest nights, private dinners and formal events.
- Prepare tables in Hall, ensuring that the College's high expectations are maintained.
- Provide discreet, courteous and confidential service at all times, with a high level of customer care and service.
- Maintain a professional relationship with all Fellows, staff and guests.
- Assist with the setting up of food and beverage services throughout the College as required.
- Carry out wine cellar duties
- Assist in the stewardship, cleanliness, serviceability, and safe keeping of the Dining Services Department Silver.
- To liaise with chefs over special dietary requirements

- To liaise with the kitchen team over service times and crockery needs and maintain linen and glass stocks as required.
- To maintain compliance with current Health and Safety, COSHH and Food Hygiene legislation in areas where food and beverages are provided.
- To comply with College Security and Fire Regulations.
- To report maintenance, hygiene and hazard issues to the Head of Hospitality
- Maintain cleanliness of hall, buttry and pantry areas, in line with health and safety guidelines
- Assist in the set up and preparation, and provide service duties for functions as required
- To be able to work flexible hours when needed, including weekends, evenings, during vacation periods and Bank Holidays.
- Complete relevant training in support of achieving high standard of service, compliance with regulatory requirements and minimise occupational risks.
- Maintain a smart and professional appearance at all times, wearing College uniform and appropriate PPE.
- Complete basic administrative and record keeping tasks, as required.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Head of Hospitality or Hospitality Manager.

Person Specification

- Positive attitude, honest, reliable and enthusiastic and self motivated
- Strong interpersonal skills, and ability to work effectively as part of a team
- Ability to deliver consistently high customer service, with a desire for continuous improvement.
- Ability to work quickly and calmly under pressure, maintaining high standards.
- Strong time management and organisational skills, and a keen attention to detail
- Ability to communicate fluently in spoken English, to follow written instructions and maintain accurate records
- Smart and well-presented at all times ☐ To work well under pressure.
- Ability to work independently and as part of a team.
- Willingness to undergo necessary training for the role

Desirable

- ☐ Previous hospitality / food and beverage experience
- ☐ Level 2 Food Safety & Hygiene training ☐
- Previous knowledge of Allergen legislation.

TERMS & CONDITIONS

Salary:	Grade 4 (£28,437 – 34,732 pa)
Holidays:	20 days paid leave + bank holidays + leave during College closed periods at Christmas and Easter.
Pension:	Automatic Universities Superannuation Scheme (USS) enrolment.
Probation:	4 months
Meals:	Free meals whilst on duty (when kitchen is open).
Benefits:	Private medical insurance after probation, medical cash-plan from day 1.

HOW TO APPLY

Please send a cv and covering letter, which clearly demonstrates how your skills and experience match the selection criteria listed in the job description, by email to staff.appointments@all-souls.ox.ac.uk by Monday 12th October 2026.

Please complete the online [Equal Opportunities monitoring form](#) (optional) 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.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks, including documentary evidence of eligibility to work in the UK.