



**CHRIST CHURCH**  
UNIVERSITY OF OXFORD

## **CHRIST CHURCH**

### **FURTHER PARTICULARS**

|                               |   |
|-------------------------------|---|
| <b>Job title</b>              | Bar and Hospitality Supervisor  |
| <b>Location</b>               | Christ Church   |
| <b>Department</b>             | Buttery and Undercroft bars   |
| <b>Salary</b>                 | University Scale Grade 5 (currently £28,759 - £33,966)  |
| <b>Hours</b>                  | 40 hours per week, working five days out of seven. This will usually include working on a Saturday and regular evenings hours.  |
| <b>Contract type</b>          | Permanent   |
| <b>Responsible to</b>         | Buttery and Wine Cellar Manager   |
| <b>Application deadline</b>   | Noon on 1 <sup>st</sup> December 2024   |
| <b>Vacancy reference</b>      | VSS3  |
| <b>Additional information</b> | This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the Shop Manager.<br><br>This post is subject to a six-month probationary period |

### **Christ Church**

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at [www.chch.ox.ac.uk](http://www.chch.ox.ac.uk).

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

### **Role of the Bar and Hospitality Supervisor**

This role works closely with the Buttery and Wine Cellar Manager in whose absence this role will be responsible for this area of Christ Church including the small Buttery Team.

Alongside the Buttery and Wine Cellar Manager, be responsible for all aspects of the Buttery and Undercroft bars, wine cellars and stock. A team player who enjoys teaching and developing staff in all aspects of bar work including striving to get the best out of everyone and creating a happy and successful team.

You will support and work closely with the Hall and Senior Common Room (SCR) throughout the year and particularly during conference periods.



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**Main Duties and Responsibilities**

- Deputising for the Buttery and Wine Cellar Manager in their absence
- Run and oversee the team in the Buttery and Undercroft bars, ensuring a high standard of customer service is maintained
- Ensure the appropriate supply and service of alcoholic and non-alcoholic drinks is maintained at these the College bars, at functions, receptions and banquets at all times
- Sell wine to staff, students and visitors, as appropriate, at events and dinners
- Carry out regular audits of the stock through frequent stock checks, and follow codes of practice to keep good stock control
- Conduct all necessary risk assessments to ensure staff and visitors are safe while on the premises
- Maintain high levels of presentation and hygiene within the bars keeping all cleaning documentation up to date
- Follow health and safety procedures to ensure welfare of both staff and customers
- Prepare the rotas to ensure the appropriate scheduling of the bar team to maintain adequate cover
- Support the Buttery and Wine Cellar Manager in the training and coaching of the Bar team with regard presentation, knowledge and service
- Any other duties commensurate with the role as and when required.

**Person Specification**

**Essential criteria**

- An interest and enthusiasm for working with wines, beers and cocktails with previous experience of working in a busy bar environment, preferably in a supervisory capacity
- Undertake appropriate training as and when needed including a certificate in Wine and Spirit Education Trust (WSET) qualification Level 2
- Demonstrably high standards of both personal and bar presentation
- Good customer service with a friendly attitude to customers but able to take a firm line when it is appropriate to the situation
- Ability to work collaboratively within a team, assisting colleagues as required
- Excellent inter-personal skills and ability to work with a variety of customers e.g. students and conference guests
- Good organisational skills and the ability to maintain accurate administrative records
- A flexible, 'can-do' attitude towards all aspects of the role
- Good IT literacy, particularly in Excel and Word
- As this role is expected to be an alcohol licence holder, the successful completion of a DBS check will be required as part of the licence application process.



### **Desirable criteria**

- Experience of working in a hotel background
- Barista experience

### **Pre-employment screening**

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right to work in the UK; proof of your identity; On acceptance of an employment offer, you will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

### **Terms and conditions**

- Salary: will be on the University Scale Grade 5 (currently £28,759 - £33,966) according to experience, pay review pending
- 40 hours per week, working five days out of seven. This will usually include working on a Saturday and regular evenings hours.

### **Employee benefits**

- Christ Church employees enjoy 25 days paid holiday per calendar year, with a further eight Bank Holidays.
- The post-holder will be entitled to lunches in College without charge during periods for which these are available
- Generous pension scheme
- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme
- Season ticket loans
- A range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges

### **How to Apply**

To apply for this position please complete the College application form which can be found on the College website, no later than the deadline of **noon on 1st December**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the recruiting manager stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A completed application form which will include the names and contact details of two referees. References will only be taken up for the successful candidate.

Applications should be sent to:

Human Resources, Meadows 1, Christ Church, St Aldates's Oxford OX1 1 DP or may be emailed to [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk)



Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

### Interviews

Interviews for the position are expected to take place in the week commencing **9<sup>th</sup> December 2024**.

### **If you need help**

If you have any questions regarding the application process, please contact [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk). All enquiries will be treated in strict confidence and will not form part of the selection decision.

### **Important information for candidates**

#### Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

#### Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

#### Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.