



**CHRIST CHURCH**  
UNIVERSITY OF OXFORD

**FURTHER PARTICULARS**

<b>Job title</b>	Hall Assistant
<b>Location</b>	Christ Church
<b>Department</b>	Hall
<b>Salary</b>	£12.49 per hour
<b>Hours</b>	Variable hours per week
<b>Contract type</b>	Permanent
<b>Responsible to</b>	The Hall Manager
<b>Additional information</b>	This post is subject to a six-month probationary period.  As the role is likely to involve Bar work please note that we cannot accept applications from candidates under the age of 18.

**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.

**Hall Assistant**

We are seeking to build up a team of well-motivated, friendly, reliable individuals with food service skills and experience who will work in the College's Dining Hall.

Christ Church needs people to work on shifts covering breakfast, lunch and dinner and working at college functions e.g. weddings, gaudies. The weekly rotas are a mixture of early and late shifts over a rolling 3-week rota system.

## **Main Duties and Responsibilities**

### **Operation of College Meals and Refreshments**

- Assist with set up and service of meals to students, staff and guests from the Servery.
- Prepare the tables for the appropriate College meal, ensuring that the College's high expectations are maintained.
- Provide high standard table service for meals in the Hall, guest nights and formal events.
- Clear the tables, to a good standard of cleanliness from all meals in Hall.
- Ensure that the servery and service areas are clean and tidy, assisting with waste removal and washing up.
- Set up the Hall, or other dining locations within College to the appropriate standard.
- Assist with the set up and service of refreshments as and when required.
- Complete any administration as requested including food temperatures, wastage and cleaning schedules.

### **Customer Service**

- Serve College Members, staff and guests at Formal Dinners and Functions.
- Maintain a professional relationship with all College Members, staff and guests.
- Serve students and maintain the cleanliness in the student food service areas, as and when requested.
- Update as necessary and use the computerised till system to accurately record all purchases and transactions.

### **Additional Responsibilities**

- Keep all areas within responsibility clean and tidy and report any faults or problems.
- Maintain high standards of personal hygiene and appearance, wearing the appropriate uniform at all times.
- Maintain Health and Safety standards and procedures, undertaking Basic Food Hygiene Training and maintaining high standards of food hygiene.
- Any other tasks as requested by the Hall Managers.

### **Person Specification**

#### **Essential Knowledge, Skills & Experience**

- Good standard of education.
- Awareness of the importance of good customer service.
- Enthusiasm and drive to provide a quality experience.
- Good communication and interpersonal skills.
- Able to use own initiative to continually improve.
- Willingness to learn and develop.
- Experience of working effectively as part of a team.

#### **Desirable**

- Previous hospitality experience desirable, however full training will be given.

## **Pre-employment screening**

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; and (if we haven't done so already) we will contact the referees you have nominated.

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. For some posts, such as those involving 'regulated activities' with children and other vulnerable groups in the course of normal duties, a Disclosure and Barring Service (DBS) check will also be required.

## **Terms and conditions**

- Salary: Currently £12.49 per hour, this amount will increase annually.

## **Employee benefits**

- Full time Christ Church employees enjoy 25 days paid holiday per calendar year and a further eight Bank Holidays.
- The post-holder will be entitled to lunches 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 our standard Application Form and email to: [stewardsrecruitment@chch.ox.ac.uk](mailto:stewardsrecruitment@chch.ox.ac.uk) no later than the deadline of **noon on 16<sup>th</sup> February 2025**. Applications received after this time will not be considered.

## **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.