





## JOB DESCRIPTION

### Assistant Butler

<b>Department</b>	SCR/Hall
<b>Salary</b>	In the region of £27,149 per annum, based on previous skills and experience.
<b>Hours</b>	2080 hours per annum as per roster with straight and occasional split shifts (based on a notional 40 hours per week). This position involves weekend and evening shifts as per the roster.  The postholder is required to be flexible and additional hours may be required which can be taken back as time in lieu. Overtime is not paid
<b>Contract type</b>	Permanent following a satisfactory completion of a 6 month probationary period.
<b>Reporting to</b>	Head Butler or in their absence the nominated Deputy Head Butler
<b>Additional information</b>	Annual leave entitlement will be 30 days, including five days over the Christmas period, plus bank/public holidays. Due to operational requirements, you may be required to work on any of the bank holidays or weekends, for which time off in lieu will be provided.  A uniform is provided  Parking and accommodation is not available. The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme.  Further details on staff benefits can be found on the back page
<b>Start date</b>	March 2024
<b>Standards</b>	 We are a certified Oxford Living Wage employer  INVESTOR IN PEOPLE

### Wadham College

Wadham is one of the largest of the colleges of the University of Oxford, with approximately 450 undergraduates, 250 postgraduates, around 70 Fellows and approximately 120 support staff. Founded in 1610, Wadham celebrated its 400th anniversary in 2010. It has an annual turnover of some £10M and reserves in excess of £100M.

Wadham attracts undergraduate and postgraduate students from a wide range of backgrounds thanks to its informal atmosphere, academic strength, historic environment and the open-minded, progressive and socially aware attitude of its community. Wadham College is proud to be a Living Wage employer since April 2015 and has been awarded Investors in People since 2003.

The College's Governing Body consists of the Warden and Fellows and is chaired by the Warden. The current Warden is Robert Hannigan (Classics, 1983) who came to Wadham in September 2021 and was Director of GCHQ, the UK's largest intelligence and cyber security agency.

Further information about Wadham College can be found at [www.wadham.ox.ac.uk](http://www.wadham.ox.ac.uk)

## **General Overview**

The SCR/Hall team is a well-regarded, experienced department whose full-time management team comprises of:

- A Head Butler
- Two Deputy Head Butlers

The team also includes Assistant Butlers, Catering Service Assistants, SCR/Hall Assistants, SCR Assistant and additional support from casual workers on a flexible basis. The team works closely together to support one another, if required, and regular team meetings are held to ensure everyone is kept up-to-date with key events.

The Assistant Butler/ F&B Supervisor is a key supervisory role in the department and reports to the Head Butler in the first instance. The role is responsible for the day-to-day supervision, administration and maintenance of the highest standard of service in all catering service areas and will be expected to oversee formal dinners and other catering events.

## **Responsibilities and duties**

1. In conjunction with the Head Butler, assist with the supervision of all catering events and liaise as necessary with other departments
2. Assist with the supervision, training and welfare of all full and part-time catering service staff and the allocation of their duties.
3. Under the direction of the Head Butler maintain all catering areas to ensure the highest standards of cleanliness, hygiene and repair
4. In conjunction with the Head Butler, be responsible for the general security of all catering areas
5. Carry out daily routine tasks for example waiting on table; setting up tables and servicing college events; operating equipment; assisting in food service; cleaning of all service areas and ensuring this meets with hygiene procedures and regulations and cleaning schedule.
6. Maintain the highest standard of staff discipline, dress, hygiene and service
7. Ensure the most economic utilisation of labour, fuel, lighting, equipment and foodstuffs
8. Ensure compliance and observation of all H&S and Food Hygiene Regulations. Report any defects promptly to the Head Butler and or in his absence to the Domestic Bursar.
9. Ensure compliance with the College's food allergy policy for all catering events and liaise with the kitchen staff if required.
10. Process administrative tasks as required.
11. Communicate and liaise with other members of the SCR and the catering team, working as part of a team and ensuring that high standards are maintained.

12. Maintain records for relevant areas of responsibility.
13. Undertake training and development as and when requested.
14. Ensure that high standards of personal hygiene and presentation are adhered to at all times including the wearing of College uniform and PPE.
15. Ensure strict confidentiality at all times.
16. To undertake any job-related training requested by the College
17. To comply with College data protection and information security policies and ensure processes and communications conform to College GDPR (General Data Protection Regulation) requirements.
18. To work as part of a busy team and be flexible and willing to help colleagues when required.
19. To undertake any other tasks appropriate for the role.

## **PERSON SPECIFICATION AND SELECTION CRITERIA**

### **Essential**

1. Relevant experience in catering service in relation to the role such as serving food and wine to varying numbers of customers, at all levels
2. Experience of supervising a catering event, prioritising workloads and delegating tasks to other staff.
3. Excellent customer service skills and ability to deal with a range of queries
4. Experience of working in a busy team.
5. Ability to demonstrate supervisory skills and work on own initiative
6. Ability to communicate well with people at all levels
7. Ability to work under pressure and meet strict deadlines.
8. Ability to work flexibly in line with the demands of the role.
9. Ability to follow and carry out management instructions
10. Ability to multi-task and deal with several tasks at once.
11. Excellent attention to detail.
12. Good numeracy and literacy skills.
13. Reliable and trustworthy.
14. Presentable and able to maintain dress and department standards
15. Ability to carry out the requirements of the role, which involves standing for long periods, carrying and lifting.
16. Ability to understand and implement H&S information with respect to safe practice

## **Desirable**

1. Experience of supervising or managing staff
2. Previous experience of large institution working, e.g. schools, colleges, hotels etc.
3. Knowledge of basic H&S and Fire regulations
4. A food hygiene qualification

## **APPLICATION PROCESS**

Applicants are asked to complete an application form, including the contact details of two individuals willing to act as referees:

1. The first referee should be the applicant's current or most recent a former line manager, Head of Department or someone with supervisory responsibilities
2. The second referee should ideally be a former line manager, Head of Department or someone with supervisory responsibilities from a different establishment than the first referee.

Applicants should ensure that they outline the reasons for their interest on the application form and the qualities they feel would make them particularly suitable for this position. Applicants will be judged on their completed application form and how they meet the selection criteria outlined above.

Please can you complete an equal opportunities survey form which can be found online at: [Equality & Diversity Monitoring Form 23-24 \(onlinesurveys.ac.uk\)](https://onlinesurveys.ac.uk). If you would prefer a printed copy then please contact the HR Department at [vacancies@wadham.ox.ac.uk](mailto:vacancies@wadham.ox.ac.uk) or on 01865 277900.

The deadline for receipt of applications is **12 noon on 13 March 2024**. Shortlisted applicants will be notified thereafter for interview and all applicants will receive a response as soon as possible (usually within three weeks). Applications should be sent to: [jobvacancies@wadham.ox.ac.uk](mailto:jobvacancies@wadham.ox.ac.uk) or alternatively the HR Manager at Wadham College, Parks Road, Oxford, OX1 3PN.

### **Special Arrangements**

The College welcomes applications from candidates who have a disability. These documents will be made available in large print, audio or other formats on request. Applicants invited for interview will be asked whether they have any special requirements to make the interview more convenient and effective for them.

### **Data Protection**

Information regarding the way we process your personal data, as part of the General Data Protection Regulation (GDPR) and Data Protection Act, can be found at on our website at: [GDPR Framework \(ox.ac.uk\)](https://www.wadham.ox.ac.uk/gdpr-framework) This includes a copy of the Privacy Notice for Job Applicants.

### **Wadham College Equality Statement**

Subject to statutory provisions, the aim of our policy is to ensure that no applicant, student, or member of staff will be discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or parenthood, race, religion or

belief, sex, or sexual orientation, or be disadvantaged by conditions or requirements which cannot be shown to be permitted by law.

### **Values Statement**

Wadham has a cherished tradition of being at the forefront of advancing equality of opportunity, and celebrates vigorous debate, independent thought, and academic excellence. We seek to create a welcoming, accessible, and secure environment in which to work, study, live, and visit. Our community embraces people of all ages, backgrounds, races/ethnicities, nationalities, beliefs (including religious beliefs), genders, sexualities, dis/abilities, and appearances. This inclusiveness, underpinned by mutual respect and consideration, enriches us all.

## BENEFITS OF WORKING AT WADHAM COLLEGE

Training and Development Opportunities	Further details can be found at: <a href="https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0">https://pod.admin.ox.ac.uk/learning-and-development-opportunities-professional-services-staff-0</a>
Free Staff Meals	If you work longer than a 6-hour shift then you are normally entitled to one meal on duty free of charge at the main College site (Parks Road) if the kitchen is open and operational. It is up to the Head of Department whether this is breakfast, lunch or an evening meal. Please be aware that there is no cash equivalent or allowance for meals missed or when the kitchen is closed.
Employee Assistance Programme (EAP)	An EAP is a confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing.  A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Corporate Discounts (through the University of Oxford)	Below is an example of the discounts available (this list is not exhaustive) <ul style="list-style-type: none"> <li>• 10% discount in some University shops</li> <li>• Free entry to Oxford colleges and libraries which charge for admission</li> <li>• Discounted computer software from the University Computing Service</li> <li>• Free access to the University Botanical Gardens</li> <li>• Discounted membership of the Iffley Road gym and swimming pool</li> </ul>
Pension	The University offers generous occupational pension schemes for eligible staff members.  Opportunity to join the Oxford Staff Pension Scheme (OSPS). Details are available online at: <a href="https://finance.admin.ox.ac.uk/osps">https://finance.admin.ox.ac.uk/osps</a>  Current pension contributions are: <ul style="list-style-type: none"> <li>• 19% Employer (Wadham):</li> <li>• 4%,6% or 8% Employee:</li> </ul> General information about university pensions can be found at: <a href="https://finance.admin.ox.ac.uk/pensions">https://finance.admin.ox.ac.uk/pensions</a>
Staff Entertainment	The College arranges social events including charity raffles, coffee mornings, cake sales, quiz nights, staff Christmas party and children's Christmas party.
Travel	The College provides a bus pass scheme, designated area for bicycles and operates a cycle to work scheme. Full details are available from the College.
Access to Wadham Gardens and Leisure Facilities	Staff may use the gardens at Wadham, sports ground pitches and tennis courts (located on Marston Ferry Road, Oxford). Wadham College hires a punt annually from the Cherwell Boat House which staff are permitted to hire for a small fee and a squash court is also available within the College. The University Club provides social, sporting and hospitality facilities. It incorporates a Club bar, a cafe and sporting facilities, including a gym.

Nurseries and childcare	The University offers quality childcare provision services at affordable prices to College staff. For full details about the services offered, please visit <a href="https://www.ox.ac.uk">Home   Childcare Services (ox.ac.uk)</a> . Due to the high demand for nursery places there is a long waiting list, although Wadham offers a limited number of places on a sponsored priority scheme to help reduce the waiting time.
Private Medical Insurance	The Oxford Colleges' Healthcare Scheme is available to eligible staff and further details are available from the College. Members of staff are expected to contribute to the scheme.
Discounted Guest Rooms	Staff may on occasion book a room at Wadham College, subject to availability. Staff are entitled to receive a discount on accommodation during our College vacation periods, subject to terms and conditions.