



St Edmund Hall, Oxford

Job Description - Further Particulars

Deputy Head Butler

1. The College

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13th Century, making it one of the oldest education institutions now within the University of Oxford.

The College first appeared in 1317 in the rent roll of Osney Abbey and is named after St Edmund of Abingdon, who is believed to have lived and taught here in the early thirteenth century. The Reformation resulted in the sale of Halls by the Crown to the Colleges, eager to absorb them into their buildings.

The Hall was acquired, but not absorbed, by the Queen's College in 1557. For centuries, Queen's appointed the Principal of the Hall, which continued to exist separately and self-determining. In 1913, the University, realising now the importance of this last link with medieval Oxford, refused to allow Queen's to absorb the Hall and an order was made in Council preserving the Hall's separate identity and a Royal Charter was granted for full collegiate status in 1957. However, the ancient name of "Hall" was retained, to reflect its long history and pre-collegiate roots.

Dining at the Hall

Meals at St Edmund Hall are one of the most sociable aspects of studying here. Meals are served throughout full term in the Wolfson Hall at the main College site in Queen's Lane. The quality of the food is exceptional, and we cater for a wide range of tastes. Wolfson Hall and the extensive residential accommodation above it were the result of the Hall's post-1945 development. Wolfson Hall can offer dining facilities for up to 250 people and is used not only for student meals and Formal Halls but is an ideal venue for conferences and weddings.

The Old Dining Hall was built in 1652 and is maintained in its original condition with minstrels' gallery and portraits of former Principals. It can accommodate an intimate seated dinner for up to 45 people and is used for Senior Common Room Guest Nights as well as private dinners and weddings.

2. General Overview

The Hall and Senior Common Room teams are an integral part of St Edmund Hall. The management team currently comprise:

- Head Butler
- Deputy Head Butler
- Catering Supervisor

The team also includes Servery Assistants with support from casual workers. The team works very closely with the Kitchen Team and the Conference and Catering Manager.

3. The Post

The Deputy Head Butler has a key supervisory role in the department and reports to the Head Butler. 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 assist the Head Butler to oversee Formal Hall dinners and other catering events.

Reports To: The Head Butler. The Domestic Bursar has overall responsibility for the department.

4. Responsibilities

1. In conjunction with the Head Butler, assist with the supervision of all catering events and liaise as necessary with other departments.
2. Assist the Head Butler with the supervision, training and welfare of all full, part-time, and casual 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, e.g., setting up tables, waiting on 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 schedules.
6. Maintain the highest standards of staff discipline, dress, hygiene, service and carry out staff performance development reviews/appraisals and record sickness/absences and holidays on the HR database.
7. To ensure the most economic utilisation of labour, lighting, equipment, and foodstuffs. Staff absences may have to be covered by the Deputy Head Butler if necessary.
8. Ensure compliance with the College's health and safety policy and food hygiene regulations and ensure any defects are reported to the Head Butler or in their 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 as required.

10. Process administrative tasks as required.
11. Communicate and liaise with other members the catering/kitchen team, working together to ensure high standards are maintained.
12. Maintain records of relevant areas of responsibility.
13. To attend 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. To be highly confidential and professional at all times.
16. In conjunction with the Head Butler, to ensure the Servery is adequately but not over-staffed for student/staff meals and formal dinners and ensure that all hours are recorded for salary purposes.
17. Ensure that maintenance faults are reported in a timely manner and follow-up action is taken.
16. In conjunction with the Head Butler, produce weekly rotas for casual staff.
17. Assist the Head Butler with all aspects of the cellar management in conjunction with the Steward of Common Room and Bursary Administrator.
17. Any other duties as may reasonably be required by the Head Butler, Domestic Bursar or Conference and Catering Manager.

The post-holder will be expected to be flexible and perform different tasks as necessitated by the changing role within the College's organisation and objectives. This job description may be reviewed periodically in conjunction with the post-holder and the requirements of the College.

Please note, the role involves standing for long periods of time and moving/lifting furniture e.g., tables/chairs.

5. Selection Criteria/Person Specification

REQUIREMENTS	Essential and desirable criteria	
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Experience & Qualifications		
Relevant experience in catering e.g., serving food and wine to varying numbers of customers at all levels.	√	
Experience of supervising a team.	√	
A Food Hygiene qualification.	√	
Experience of working in a college or Higher Education environment.		√
Skills, knowledge and abilities		
Excellent interpersonal, written and communication skills, with the ability to deal appropriately with all relevant stakeholders including students, Fellows, and colleagues.	√	
Sound administration and IT skills and the ability to multitask and prioritise effectively.	√	
The ability to deal appropriately with confidential information.	√	
The ability to work calmly and efficiently during periods of intense activity.	√	
Knowledge and understanding of Health and Safety Legislation.	√	
Be flexible and have a willingness to adapt to changing situations. The flexibility to work outside contractual hours when required.	√	
High levels of professionalism and a disciplined approach to work.	√	
A willingness to participate in training courses (e.g., First Aid, Fire Marshall and Customer Service) and a commitment to their own professional development.	√	
Personal Attributes		
Awareness and sensitivity to different cultures and languages.	√	
Personal resilience in terms of stamina and ability to handle occasional challenging situations calmly with diplomacy.	√	
Personally well-presented and smart at all times.	√	

6. Terms and Conditions

Appointment:	This is a full-time, permanent post working five days per week. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	The salary reflects the University Scale at Grade 5 (currently £28,131.00 to £33,348.00 per annum). However, the College is an independent employer and does not automatically apply the University of Oxford employment terms and conditions or policies. Appointments are normally made to the bottom point of the grade.
Hours of Work:	Normal hours of work will be 40 hours per week (5 shifts over 7) with straight and occasional split shifts between the operational hours of 07:30 to 22:00 Monday to Sunday according to the rota. The position involves weekend and evening working. Breaks are unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	<p>Annual leave entitlement is 28 days, comprising 8 public holidays and 20 working days plus additional leave following 5 years of service. The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. In addition, the College has 7-10 closed days per year, which do not count towards annual leave.</p> <p>Where public holidays fall in term time, the Deputy Head Butler may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Head Butler.</p>
Meals:	One meal is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.

Parking: Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook, a copy of which will be supplied on appointment and forms part of the post holder's contract of employment.

7. Application Process

Interested applicants should forward the following documents:

1. A Cover Sheet (found on our website) detailing the names and contact details of two referees;
2. A current CV;
3. A covering letter, which explains how you meet the selection criteria for the post.

Applications should be sent by email to recruitment@seh.ox.ac.uk by **09:00 on Friday, 23 June 2023**. Postal Applications should be sent to the HR Manager, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Interviews are expected to be held later in the week-commencing Monday, 26 June 2023.

The successful candidate will be expected to take up the post as soon as possible thereafter.

Enquiries about the post should be directed to recruitment@seh.ox.ac.uk in the first instance. Visits to the College are welcome prior to application by contacting the HR Assistant at recruitment@seh.ox.ac.uk.

Equality of Opportunity

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing recruitment@seh.ox.ac.uk.

Notes

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General*

Data Protection Regulations.

- 3. St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
- 4. Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*