



## **MAGDALEN COLLEGE, OXFORD**

### **ASSISTANT BUTLER (Reference Number: CA22005) Further Particulars**

Magdalen College is one of the most beautiful of the Oxford colleges with a hundred-acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. Accommodation is provided to over five hundred graduate and undergraduate students. The College also houses several residential Fellows and provides teaching and meeting rooms, offices and common rooms that are serviced seven days a week. The catering team also service the Senior Common Room, providing lunch and High Table dinners. The Buttery provides breakfast, lunch and dinner provision for Middle Common Room and Junior Common Room members in Hall. The Old Kitchen Bar provides a snack bar service throughout the day as well as a licensed bar during the evenings, also providing a venue for students' bops and functions. The College is a busy conference venue during the summer months and is also a popular destination for visitors to Oxford during the vacations.

The Assistant Butler is employed by the President and Fellows of Magdalen College and is responsible under them to the Butler.

#### **Duties & Responsibilities**

##### **Food Service**

- Provide counter, plate and buffet services to the highest standard when and where required.
- Prepare and assemble food service equipment when and where needed.
- Prepare food service areas as and when required.
- Clean and maintain the service areas to the prescribed College standards and to meet legislation.
- Provide guidance to part time and casual labour.
- Prepare tables for service in all areas of the College.
- Work in any area of the Catering Department to meet the needs of the College.

##### **People Skills**

- Provide a courteous and professional service to all College customer groups.
- Accept mentoring and training when and where required.
- Understand the benefits of teamwork and mutual respect.
- Supervise small groups of College staff during functions as required.

### **Professional Obligations**

- Have an open mind to change, and to the development of the Department.
- Provide a quality of service which meets the Catering Code of Practice.
- Discuss operational issues with Line Managers
- Be prepared to work in any area of the College, to cover emergencies and special business needs from time to time.
- Keep strict confidentiality and discretion at all times.
- Be commercially aware in terms of service standards and the need to reduce waste.
- Gain an understanding of legislation and strive to implement it as required.

### **Senior Common Room Responsibilities**

#### Senior Common Room:

- Prepare the coffee station and newspapers on a daily basis and prepare and service drinks receptions and desserts as required.
- Maintain the SCR pantry attaining standards of cleanliness as set by the Butler.
- Off sales of wine to members of college.
- Cleaning of the coffee machine and Enomatic wine dispenser.

#### Winter Common Room:

- Provide lunch/dinner/dessert for members of SCR under the guidance of the Butler.
- Maintain cleanliness in service areas and in the WCR pantry.
- Assist with cleaning the silver for display or use.

#### High Table:

- Check the online booking system and ensure that final numbers are given to the kitchen before the cut off time.
- Prepare the High Table according to numbers and Butler's guidance.
- Supervise High Table according to the needs of the department.

#### Private Dining Rooms:

- Prepare and service the various private dining rooms, using the information from the CABS (conference database) for private or College events under the Butler and Food and Beverage Services Manager's guidance.
- Be prepared to supervise functions in private dinner rooms according to the needs of the department.

#### Meeting Rooms:

- Prepare and service the meeting rooms when and where needed using the information on CABS under the Butler's guidance.

### **Cellar Responsibilities**

- Work in the wine cellar to include but not limited to cleaning and tidying, under the supervision and or instruction of the Butler.
- Manual handling of wine.

- Work on the wine systems under the supervision and or instruction of the Butler.
- Independent day to day work in the College cellars or under the instruction of the Butler or Deputy-Butler.
- Collection of wine for SCR and College needs.
- Receipt of wine deliveries, making sure delivery matches delivery note.

### **Administration**

- Complete health and safety and administration paperwork as required.
- Complete wine administration paper work as required.
- Complete cleaning administration work as required.

### **Health and Safety**

- Take responsibility for your own and your colleagues' health and wellbeing.
- Commitment to working in a safe and responsible manner at all times.
- Commitment to understanding your responsibilities under the Food Hygiene Laws.
- Maintain COSHH standards in line with legislation.
- Take responsibility for personal hygiene and wear and maintain the appropriate uniform at all times.

The above list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks as instructed by your Supervisor to ensure the department can operate an efficient service at all times.

### **Person Specification** (The job holder should demonstrate the following attributes):

- Reliable with excellent time management skills.
- First-class standard of personal presentation.
- A desire to develop an understanding of wine and desire to expand their knowledge of wine service.
- Be a team player.
- Have a professional attitude and flexible approach.
- Be motivated and consistent.
- Ambition to develop and improve.
- Willingness to be flexible to ensure the Department maintains high standards.
- Understand and be willing to learn about health and safety of food handling.
- Ability to converse fluently in English.
- Ability to physically carry out demands of the role.
- Exacting attention to detail.
- Computer literacy; working knowledge of Word, Excel, Outlook and Database operations.

### **Salary**

For the full time position (average 40 hours per week) the salary will be £24,533 per annum.

The College provides for maternity leave on a basis that exceeds the statutory provisions. There is a day one entitlement and no qualifying period: women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

**The College particularly welcomes applications from Black, Asian, and Minority Ethnic candidates.**

### **Hours of Work**

The hours of work for the full time position will be 80 hours per fortnight on a two week roster with some split shifts to include weekends.

### **Holiday**

The holiday entitlement is 25 days per annum plus bank holidays. Some bank holidays are regarded as normal working days and may need to be taken at a later date. Some set days holiday must be taken when the College is closed.

### **Other Benefits**

- Membership of contributory pension scheme.
- Free lunch will be provided.
- Use of sports facilities.
- Optional contributory Healthcare Scheme.
- Cycle to work scheme
- Bus pass purchase scheme.

### **Application Procedure and Deadline**

#### **Applications**

Please complete the College application form and send it, together with the recruitment monitoring form, (both of which can be found on our website at <http://www.magd.ox.ac.uk/job-vacancies/>) to Human Resources, Magdalen College, Oxford, OX1 4AU or [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk). If you do not wish the College to contact your referees at this stage please make this clear in your application. The closing date for receipt of applications is 12 noon on Monday 18 July 2022.

#### **Data protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College's Data Protection Policy which can be found at <http://www.magd.ox.ac.uk/other-policies/data-protection/>.

**Late or incomplete applications will not be accepted.**