



Lincoln College

UNIVERSITY OF OXFORD

Further Particulars

Job title	Casual Catering Assistants (Weekend working essential)
Department	Buttery
Responsible to:	Butler

Please note that the casual appointments will work on an 'as required' basis covering for annual leave, sickness and assisting during busy periods, including weekends.

Background information on the College

Lincoln College was founded in 1427 in the University of Oxford and is a self-governing institution in which the ultimate authority for all decisions rests with the Rector and Fellows. Lincoln has 600 students in residence, of whom approximately 300 are graduates. It enjoys an excellent reputation for its undergraduate education and has been among the top third of colleges academically for the past several years. The College is also a popular choice for graduate applicants to the University. Lincoln College is located on an attractive historic site in the centre of Oxford, with excellent access to university libraries and the university's departments and faculty buildings. More information on the College can be found on its website, www.lincoln.ox.ac.uk.

Job Description

To perform duties connected with the provision of a meal service for Fellows, conference Guests, students and staff, including:

- Laying up of tables in Main hall or functions rooms.
- Attendance & serving in the Main hall and other function areas during meal service and table clearing.
- Assistance with any special preparations for College Functions.
- Ensuring that silver and cutlery is checked and returned after use.
- Assisting with wine deliveries and racking wines in the cellar.

There are also associated cleaning duties which include:

- Daily cleaning of areas within the buttery.
- Cleaning of silver, glasses and cutlery prior to tables being laid.
- Assistance with washing up either by hand or by machine.

General

Training and Correct Working Methods

- To participate in training designed to minimise occupational risks.
- To wear any protective clothing supplied and follow directions on safe working methods.
- To use equipment as directed by the Butlers or other colleagues.



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- The post holder will be required to be familiar with, and work in accordance with, all College's policies and procedures.

The postholder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Butler. This job description may be subject to review in consultation with the postholder.

Person Specification

<i>Knowledge and Experience</i>	Desirable/essential
Experience of similar work	desirable
Good communication skills in order to communicate with colleagues and to be able to deal with any issues raised by Fellows, students or conference delegates.	essential
Ability to work to identified standards	essential
Ability to work as part of a team	essential
Able to work flexible hours(early, late, and weekend shifts) if required	essential
<i>Personal qualities</i>	
Reliable, good timekeeping	essential
Clean and tidy appearance	essential
<i>Physical Qualities</i>	
In good health, capable fulfilling the requirements of the role which involves standing/carrying/lifting.	essential

Terms and Conditions

This will be a Casual Agreement; if the College would like to use your services we will inform you that we have work available. We do not have any obligation to offer you work. In turn you do not have any obligation to accept any offer of work.

You may be called upon to work any day of the week, including weekends and Bank holidays and you may be asked to work evening shifts in addition to day shifts.

The College will pay £10.64 per hour which includes a rolled-up holiday allowance of 12.07% or such other rate as may from time to time be agreed between you and the College. You will be paid by bank credit transfer into a bank nominated by you.



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Application process

Prospective candidates should send the following documents:

1. A completed application form (available on the College website)
2. A covering letter of no more than 150 words stating how their skills, experiences and interests equip them to undertake this role.
3. In addition, because this post is subject to recruitment monitoring to ensure that the selection process is consistent with the law and the College's Equal Opportunity Policy and Code of Practice; applicants are asked to complete a Recruitment Monitoring Form. Available on the College website. The information supplied on the form will play no part in the selection process, and will not be seen by any member of the selection panel.

Closing date for applications will be when the positions are filled.

Data Protection. Personal data is processed in accordance with Lincoln College's Privacy Policy which is available at www.lincoln.ox.ac.uk/Privacy-Policy.

Other Information

The appointment will be conditional on verification of the successful candidate's availability for employment in this country.

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role.

Lincoln College is an Equal Opportunities Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.