



CORPUS CHRISTI COLLEGE JOB DESCRIPTION

Job Title: Wash up and Buttery Assistant

Purpose:	To perform all duties connected with general cleaning and food Service in the Wash-up, Hall, Bar, and Buttery Departments as directed by the Hall and SCR Manager or Supervisors.	Terms /Hrs /week	40hrs per week
Supervised by:	Buttery supervisor and SCR Butlers	Contact Details:	01865 276743
Managed by:	Hall and SCR Manager	Contact Details:	01865 276715
3 rd Party Reviewer		Contact Details:	

Role Description:	<ul style="list-style-type: none"> • To be responsible for washing up all cutlery, crockery and glasses after each service. • To be responsible for the cleaning of the wash up area and to ensure that the highest standards of cleanliness are maintained throughout the wash up area. • To be responsible for ensuring that all wash up areas are checked daily for maintenance problems and cleanliness, and to promptly report any remedial action that is required to the Hall and SCR Manager. • To ensure that all the required serving utensils are clean and ready prior to breakfast, lunch and dinner • To assist in the general cleaning of the Hall. • Help to keep all College silver and gold secure, clean and in good condition • Help to keep all College crockery, glassware and cutlery secure, clean and in good condition • Share in all the cleaning in the Hall, Buttery, Wash-up and Bar, and maintain high standards of cleanliness in all areas paying due regard to all Food Hygiene legislation. • To help with the college wine cellar cleaning and maintenance, including collecting wine, returning stock as required and racking wine when requested. 		
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	<ul style="list-style-type: none"> • To help with all stock deliveries when required for the Buttery, Bar , Wash up and SCR. • Maintain health and safety standards in the work place, paying due regard to the College Health and Safety Policy • Have regard for the security of the College, reporting any suspicious activity or occurrence • To undertake any other duties, consistent with the purpose of the post, as may from time to time be assigned by the Hall and SCR Manager or their representative. • The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the college and the overall business objectives of the organisation. 		
Pay:	£ 11.50	Holiday Entitlement:	24 days + 5 at Christmas + Bank Holidays
Specialist Training:		Role Specific Allowances:	N/A
Reviewed		Date	
Post Holder:		Appointed:	

Appointment

The College is looking to fill this post as soon as possible. There will be an initial probationary period of 6 months. The appointment will be conditional on verification of the successful candidate's right to work in the UK, and subject to the receipt of satisfactory references, one of which should be your current employer.

Remuneration and Terms

This post will be paid at £11.50 per hour. The post is full time 40 hours per week. The College offers 24 days annual leave per annum plus, in addition to Bank Holidays, 5 days compulsory leave at Christmas. Membership of the staff contributory pension scheme, bus pass loan (after probation), and free meals when working, and when the kitchen is open, also form part of the package.

Notice

During the initial probationary period of six months, notice will be two weeks on either side. Subject to satisfactory review and confirmation of the post, the notice period will be 1 month on either side.

How to Apply

Prospective candidates should send their completed application form, Curriculum Vitae and Equal Opportunities Monitoring form to the HR and Payroll Officer, either by post or electronically, at Corpus Christi College, Merton Street, Oxford, OX1 4JF, email: hr@ccc.ox.ac.uk, to arrive no later than midday Monday 8th April 2024. Interviews will be held in the week commencing 15th April 2024.

Employment Criteria

Criteria	Essential	Desirable
Articulate in both written and spoken English		X
Organised and Punctual	X	
Smart of appearance and polite in order to represent the College to Contractors and City officers	X	
Ability to prioritise tasks	X	
Experience of supporting a small busy team	X	
Customer Service ethos	X	
Has an understanding of the ethos of Oxford Colleges		X
Demonstrates initiative and ability to work without supervision	X	

Job description approved by: John Jackson

Date: 20.03.2024