



Job Title	Catering & Bar Assistant
Line Manager	Food & Beverage Service Manager
Salary	£29,245 per annum
Main purpose of role	<p>The Catering & Bar Assistant will support the College's catering operations by delivering high-quality bar service during university term time and assisting with dining hall and wider catering activities outside of university term time.</p> <p>The role requires flexibility, reliability, and a strong commitment to customer service, hygiene, and safety standards.</p>
Contract & Hours of Work	<p>Full time (40 hours per week); permanent contract based on-site at the College.</p> <p>Evening and weekend work will be required to fulfil the duties of this post.</p>
Summary of responsibilities and duties	<p>The Catering & Bar Assistant works across the College Student Bar during university term time and supports Dining Hall and wider catering operations outside of term.</p> <p>During university term time, the role involves delivering high-quality bar service, maintaining licensing, hygiene, and safety standards, and providing a welcoming environment for students and staff.</p> <p>Outside of term, the postholder assists with food service, conferences, events, and daily catering activities, working collaboratively to maintain high standards of service, cleanliness, and customer care.</p> <p>The College will provide the postholder with a supportive team environment in which to work, and training will be provided, where required.</p>
Key Relationships	<ul style="list-style-type: none">• Catering Team• Catering and Front of House Manager & Domestic Bursar (DPS)• Lodge Team• The Dean• Students

Duties and Responsibilities:

Term-Time: Supervision of College Student Bar

During university term time, the postholder will be based in the College Student Bar and will be responsible for:

- Working 5 days out of 7 days per week, including some weekends, typically 4pm to midnight
- Opening and closing the bar in accordance with procedures
- Serving alcoholic and non-alcoholic drinks and light refreshments
- Providing friendly, efficient, and professional customer service to students and staff
- Cleaning and maintaining beer lines and bar equipment
- Restocking bar supplies and monitoring stock levels
- Handling cash and card transactions accurately and responsibly

- Maintaining cleanliness, hygiene, and presentation of the bar area
- Complying with licensing laws and health and safety requirements

Out-of-Term - Dining Hall and Catering Team

Outside of term time, the postholder will support the College Dining Hall and catering team, including:

- Working 5 days out of 7 days per week, including weekends
- Assisting with food service
- Supporting conferences, events, and daily catering operations
- Maintaining high standards of hygiene and food safety
- Working collaboratively as part of the wider catering team

In addition, you will be expected to perform any task reasonably assigned to you by your line manager

(Oxford University term dates <https://www.ox.ac.uk/about/facts-and-figures/dates-of-term>)

Person Specification:

Essential

- A confident, approachable, and customer-focused manner
- Ability to work evening shifts and manage opening and closing duties independently
- Good organisational skills and reliability
- Willingness to work weekends and be flexible outside of term time
- Ability to work both independently and as part of a team
- Positive attitude and professional approach to work

Desirable

- Previous experience in a bar, catering, or hospitality environment
- Familiarity with cash handling and card payment systems
- Knowledge of food hygiene or licensing requirements

What We Offer

- Salary: £29,245 per annum.
- Contract: Permanent, full-time post (40 hours per week) based on-site at the College. Your working pattern will be variable. You will be expected to work five out of seven days per week. Your precise pattern of work will be agreed with you by your line manager in advance with reasonable notice. Evening and weekend work will be required to fulfil the duties of this post.
- Annual leave: 33 days per year, including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term.
- Membership of generous contributory pension scheme (OSPS)
- Lunch is provided free of charge when on duty, provided that the College kitchen is open.
- Probationary period: 3 months.
- Notice period: 1 month; 1 week during the probationary period.
- Additional College benefits include: An Employee Assistance Programme provided by Health Assured; a Private Medical and Dental Scheme (The College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); Discounted travel on buses and trains through an interest free season ticket loan; a Cycle to Work Scheme And, Eye Tests and Discounted Lenses or Frames.
- Access to the College gym.
- College branded uniform will be provided.
- Please note that the College does not offer on-site parking.

February 2026