



## Hall Steward

### Further Particulars

<b>Job title:</b>	Interim Hall Steward
<b>Hours:</b>	37.5 hours per week – Weekend Cover (term time)
<b>Salary:</b>	£30,600 per annum including (including Oxford Weighting Allowance)  Please note these hours will be worked in accordance with the rota supplied by the Hall Manager or Deputy Manager, working 5 days out of 7
<b>Contract Type:</b>	Fixed Term 6 Month contract
<b>Responsible to:</b>	Hall Manager and in their absence the Deputy Hall Manager

## Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

## Overview of Post

We are seeking an individual who will work as part of the Hall team to deliver excellent service to students, staff, Fellows, and guests, maintaining a professional and positive image of the College.

The role mainly involves food service in the Hall and across College areas, ensuring high standards of customer service, presentation, cleanliness, food hygiene, and allergen management. This includes clearly communicating dietary information and following College procedures and food safety regulations.

The post holder will work independently when required and support junior team members during service and events. Duties include preparing and serving meals, setting and clearing tables, assisting with formal dinners, conferences, and events, and providing refreshments for meetings.

They are responsible for keeping the Hall, Servery, Senior Common Room (SCR), and related areas clean and well-maintained, including equipment and furnishings. Additional tasks include maintaining records, carrying out temperature checks, supporting cleaning and waste routines, reporting issues, and completing required training.

The post holder will maintain a high standard of personal presentation and follows all College policies on health and safety, food hygiene, and customer service.

## Key Responsibilities & Duties

### Main Duties

- Provide welcoming and high-quality hospitality and customer service at all times to a wide range of internal and external customers, including Fellows, students, College guests, staff, and conference delegates, ensuring that dietary requirements and allergen procedures are followed at all times
- Assist with the preparation, set-up, and service of meals to students, staff, and guests from the Servery
- Prepare tables for College meals and events, ensuring that the College's high standards of presentation and service are maintained.
- Provide a high standard of table service for meals in Hall, guest nights, formal dinners, and other College events.
- Clear tables promptly and maintain a high standard of cleanliness throughout all meal services in Hall.
- Deliver, set up, and serve refreshments for meetings, functions, and events as required.
- Ensure that the Servery and associated service areas remain clean, tidy, and well-maintained, assisting with waste removal and washing up where required.
- Maintain the good order and cleanliness of the Dining Hall, including furnishings, equipment, and service areas.
- Maintain the cleanliness and tidiness of the Senior Common Room, replacing used crockery and replenishing the coffee machine as required.
- Maintain and service the small kitchen on the ground floor of the main building.
- Maintain accurate records for all meals served in accordance with College procedures.

### **Customer Service**

- Serve College Members, staff, guests, and conference delegates at Formal Dinners, functions, and other College events, providing a high standard of hospitality and customer service at all times.
- Maintain professional and courteous relationships with College Members, staff, guests, and visitors, promoting a positive image of the College at all times.
- Deal with customer queries, concerns, and complaints in a professional and courteous manner, in accordance with College policies and procedures, referring matters to the Hall Manager or Deputy Hall Manager where appropriate.
- Serve students within the student dining areas and maintain high standards of cleanliness and presentation within food service areas as required.

### **Additional Responsibilities**

- Keep all areas within responsibility clean and tidy and report any faults or issues.
- Carry out stock takes as requested by the Manager and Deputy Manager
- Compile lists of items for order, and place orders when required.
- Maintain high standards of personal hygiene and appearance, wearing the appropriate uniform at all times.
- Maintain Health and Safety standards and procedures, undertaking Basic Food Hygiene Training and maintaining high standards of food hygiene.
- Any other reasonable tasks requested by the Hall Manager, Deputy Hall Manager or Domestic Bursar.

## **Selection Criteria**

### **Essential**

- Ability to deliver excellent customer service
- Effective communication and interpersonal skills
- Excellent time management and organisational skills
- Able to adapt to changing priorities

### **Desirable**

- Understanding of a food/catering environment
- Level 2 Food Safety & Hygiene for Catering.

## **Appointment Procedure**

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees.

The above should be submitted by email to [hr@hmc.ox.ac.uk](mailto:hr@hmc.ox.ac.uk) by 12 noon on the application deadline of **19 May 2026**. Interviews are expected to take place on **22 May 2026**.

## Benefits and Conditions

- Free meals when on duty
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 30 days per annum plus bank holidays, normally to include the days when the College is closed at Christmas and Easter. The remainder are to be taken at a mutually agreed time, but normally outside of term.

## Important Information for Candidates

### **Data Privacy**

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

### **Equal Opportunity**

Harris Manchester College is an Equal Opportunity 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.

### **Right to work in the UK**

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.