

Trinity College

Job Description

Job Title: SCR Butler

Reports To: Head of Hospitality Services / SCR & Hall Steward, (or Deputy SCR/Hall Steward in their absence).

Qualifications: Basic Food and Hygiene Certificate (to be obtained).

Hours: 37.5 per week, variable shifts. Plus a 30-minute unpaid daily break.

Role Overview

The SCR Butler ensures the smooth delivery of high-quality service in the Senior Common Room (SCR), maintaining tradition and professional standards.

Key Responsibilities

- Supervise the Catering Assistant (SCR) and casual staff as required.
- Organize and oversee SCR dining and functions, including special dietary requirements.
- Operate the SCR booking system for lunches and dinners during and outside term time.
- Ensure high standards of service, hygiene, and cleanliness; enforce cleaning schedules.
- Maintain dress code, discipline, and act with tact and diplomacy.
- Set up meals and functions for Fellows as directed by the SCR/Dining Hall Steward.
- Secure catering areas after late functions (e.g., dinners, dessert and drinks parties).
- Deliver food and wine service for SCR bookings.
- Complete additional daily tasks as assigned.
- Undertake further training as required.