

*Think*  
*new things*  
*Make*  
*new connections*

**Waiting Team vacancies at Ditchley Park**

Experienced Waiters / Waitresses are sought to become part of the Waiting Team at Ditchley Park.

Ditchley Park is one of the United Kingdom's finest houses, having a rich history as an idyllic retreat for royalty and power since the reign of Queen Elizabeth I. Churchill famously used Ditchley as a secret base during the early years of World War II, meeting presidential envoy Harry Hopkins here in his efforts to win American support.

Ditchley Park is owned and managed by The Ditchley Foundation who work with people from across the world to help sustain peace, freedom and order. Ditchley's approach aims to build new common ground, we believe that change is driven, and managed, by personal relationships, not reports or declarations.

In this inspiring place, we enable spirited but respectful discussion across divisions of expertise, geography, generations and political opinion. We work constantly to get better at this, harnessing the power of tradition and innovation in equal measure. No one leaves Ditchley without thinking new things.

When not being used by The Ditchley Foundation, Ditchley Park hosts private events for selected institutions and companies.

Casual / Zero Hours. Day time and evening shifts available. Hours are dependent on our events programme but will include weekdays and weekends.

Hourly Rate: Oxford Living Wage

Email CV and covering letter to [laura.williams@ditchley.com](mailto:laura.williams@ditchley.com)

**Date:** November 2023  
**Position of:** **Casual Waiting Staff**  
**Hours:** **Casual / Zero Hour**

### **Job Description**

As part of our waiting team, you will report to and be managed by the Events Manager. Our waiting staff routinely work our conferences and private functions, as well as our public access events. As well as serving food and drink, waiting staff will typically set up and clear down after the event, including setting and moving tables and chairs, preparing serving stations and tidying up. You will be friendly and professional at all times, providing excellent service, serving food and drinks to our guests and visitors.

### **Primary Tasks**

- Greeting guests and when necessary showing them to their seats.
- Serving food and drinks both as table service and informal setting.
- Assist with table settings and ensure cleanliness standards are met.
- Identify any dietary requirements and the wants and needs of guests.
- Collaborate closely with other members of the team.
- Additional event related tasks may be asked of you, such as: managing cloakroom.

### **Personal Specification**

- Confident and hardworking with the ability to work under pressure
- A team player with good interpersonal and communication skills
- Friendly and approachable, with professional and polite manner
- Organised, reliable and with good timekeeping
- Flexible approach, with a willingness to learn