



2023/24

To: Senior Members of Jesus College
 Cc: Food and Beverage Service Manager, Head Chef

Senior Common Room Meals in College

<u>Signing-in</u>			
<p>Fellows & Lecturers wishing to take meals must 'sign in', so we can cater for the right numbers and avoid waste. There are two ways you can sign in:</p> <ul style="list-style-type: none"> • By using the online booking system • By e-mailing the Catering team on catering@jesus.ox.ac.uk <p>Please indicate in advance any special dietary requirements including vegetarian meals via the online booking system.</p>			
Breakfast	Sign in by 18:00 hrs on the previous day	Served daily in Hall between 08:00 hrs and 09:00 hrs	Fellows are charged for breakfast on their battels.
Coffee and Tea		Available in the Lower SCR at all times	
Lunch	Sign in (self and guests) by 09:30 hrs on the day, or by 11:00 hrs on Friday for Lunch on Sunday	Served daily Monday - Friday in the Mansell Room between 12:45 hrs and 13:30 hrs. Saturday Lunch is served in Hall between 12:15 hrs and 13:00 hrs. Sunday Lunch is served in hall between 12:15 hrs and 13:00 hrs.	<p>Guests are invited for academic or business purposes can be booked as Domus Guests.</p> <p>Spouses/Partners are not normally permitted to lunch in College during Term. They may lunch in College up to four times in the Vacations at their own personal expense.</p> <p>Please see note at the end (marked with an asterisk) as regards payment for meals and drinks.</p>
Dinner during Term	<p>Sign in (self and guests) by 11:00 hrs on the day except: 11:00 hrs on Friday for Dinner on Sunday; 2pm on Tuesday before a Wednesday Guest Night</p> <p>Dinner is not available on Saturday. However, a cold tray may be ordered.</p>	<p>From Monday of 1st Week to Friday of 8th Week, dinner is served in Hall at 19:15 hrs.</p> <p>Gowns are worn.</p> <p>Diners meet in the Lower SCR prior to dinner.</p>	<p>A special four-course meal with two wines is served at guest nights on Wednesday of each week. It is appropriate to invite only academic or other professional guests. The exception is Wednesday of 7th Week of term which is open to all kinds of guest.</p> <p>Common Room (dessert & wine) follows dinner on Wednesdays, normally in the Peter North Room or the Mansell Room. Note you need to indicate your attendance in addition to signing-in for dinner via</p>



			<p>the online booking system.</p> <p>A special four-course meal, which Fellows and their spouses/partners/friends regularly attend, is served at guest nights on Fridays in 2nd, 4th, 6th, and 8th weeks (not 8th Week in Trinity Term). This is followed by Common Room. There is a separate area within the online booking system for Friday guest nights.</p> <p>Please see note at the end (marked with an asterisk), as regards payment for meals and drinks.</p>
Dinner during vacation	Sign in (self and guests) by 11:00 hrs on the day, or by 11:00 hrs on Friday for Dinner on Sunday	<p>During vacation, Dinner is served at 19:00 hrs usually in the TE Lawrence Room.</p> <p>Gowns are not worn.</p>	Please see note at the end (marked with an asterisk), as regards payment for meals and drinks.

Fellows may purchase wine, spirits and soft drinks for personal consumption, which will be charged to battels. To order or discuss your requirements please e mail the Catering team on catering@jesus.ox.ac.uk

Stationery is available from the DACC office. Orders for personal use will be charged to battels.

The meals of Domus Wednesday guests are also free of charge, but you will be charged for partners or friends on the Wednesday in 7th week and you will also be charged for Friday guests' meals. There is a presumption that the Wednesday evening guest is a Domus guest (see below) and if it is judged that the colleague should dine at the College's expense, select the Domus Guest option under 'Guest Account' on the on-line sign up system.

If you and your guest(s) have any of the following, they will be charged to your battels, whether or not the Domus entry has been made in the booking: pre-dinner drinks, wine with meal, dessert (food), dessert (drinks), post-dinner drinks except coffee/tea.

The normal rule is that meals taken by guests of Fellows or Lecturers are charged to the account of the Fellow or Lecturer in question. However, there are occasions when such meals are properly chargeable to the College (Domus guests). This will be the case where the guest is an academic or other professional one and the reason for inviting that guest for a meal is a direct professional one. For example, if the guest is someone who will be teaching tutorials to Jesus students and the point of meeting over a meal is to discuss the arrangements for those tutorials, it is proper for the Fellow or Lecturer to record that meal as a Domus charge. Another example would be the meeting of a College Officer with the equivalent from another college to discuss matters of mutual interest to them as college officers.

* Fellows' and lecturers' main meals are free. If served, the cost of the wine is divided between those taking it.