



New College

JOB DESCRIPTION

Job Title:	Food and Beverage/Hall Supervisor
Department:	Catering
Responsible to:	Catering Manager
Reports to:	Food and Beverage Manager / Assistant Manager
Liaison with:	Chefs, Catering Staff, Students & other College Staff
Responsible for:	Professional Delivery and Service of College Catering Requirements and the means to do so

Overall Objective

- To provide students and conference guests with a high standard of food service together with a professional and courteous manner.
- To support the Food and Beverage Manager and Assistant Manager with day to day operations to include supervising Hall staff members.

Main Duties/ Key Responsibilities

- Deputise in all areas in the absence of the Food & Beverage Manager
- Ensure accurate recording of student dining numbers.
- Ensure accurate recording of wines used at functions.
- Take responsibility of accurate recording of linen supplies
- Providing counter, served, buffet and banquet services to the highest standard when and where needed.
- Preparing the Hall and other areas of New College & associated areas (this includes areas such as Undercroft, Red Room, Lecture Rooms, Gardens, Cloisters and Warden's Lodgings) for the provision of food and drink service
- Abiding by Food Safety practices
- Filling out of relevant time sheets and documents required by your line manager
- Clearing catering areas after services
- Providing a high standard of beverage services for student and conference guests
- Preparation of areas for the provision of beverage services
- Providing a professional and courteous service to all clients of the catering department
- Ability to work in a safe and responsible manner in accordance with the College's Health & Safety policy
- Ability to maintain COSHH standards in line with best practice
- Full training will be given on all equipment and the expectation is that it will be used in accordance with the training



Additional Duties

- Assisting in the Coffee Bar
- Removal of kitchen and catering equipment at times of deep cleans
- Attend relevant training courses as requested by line manager

General

- To carry out any other tasks requested by your Head of Department or line manager
- To follow the rules and regulations laid out in the College's employee handbook
- To comply with the College's policies & procedures, including any Health & Safety policies relevant to your role

The above job description is a guide to the work you may be required to undertake and may change from time to time to reflect changing circumstances.

Person Specification

- Having the ability to work as a member of a team or on occasion being a team leader for casual members of staff
- Willingness to be flexible to adapt to the needs of the Catering Department
- Excellent time management skills
- First class standard of personal presentation
- Good verbal and communication skills and reasonable level of literacy
- Flexible availability to cover daytime, evening and weekend shifts