



JOB DESCRIPTION

Job Title:	Food & Beverage Hall Supervisor
Department:	Catering
Head of Department:	Catering Manager
Direct Line Manager:	Food Service Manager
Liaison with:	Chefs, Catering Staff, Students & Conference/Summer school Organisers
Responsible for:	Professional Delivery and Service of College Catering Requirements
Hours of Work:	40 hours per week, 5 days out of 7 on straight shifts. (Additional hours may be required at busy times).

Main Duties/Key Responsibilities

- To provide students, staff, and guests with a high standard of food service in a professional and courteous manner.
- To support the Food Services Manager alongside other supervisors with daily operations.
- Day to day supervision of Buttery and Plate wash staff.
- Ensure accurate recording of student dining numbers.
- Ensure accurate recording of wines used at functions.
- Ensure that the in-house allergen arrangements are checked before each service.
- Provide counter, served, buffet and banquet services to the highest standard when and where needed.
- Preparing the Hall and other areas of New College for the provision of food and drink service.
- Clearing catering areas after services.
- Assist in the Coffee Bar.
- Removal of kitchen and catering equipment at times of deep cleans.
- Filling out of relevant time sheets and documents required by your line manager.
- Operate the cashless payment till during self service functions.
- Abide by Food Safety practices.

General

- To work with colleagues to facilitate good and constructive communication within the Catering Department.
- 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.
- 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.

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.

Minimum Skills and Experience

- Previous supervisory experience in a busy catering role.
- Familiarity with COSHH standards and Food Safety & Hygiene Regulations.
- Allergen awareness.

Person Specification

- Ability to work as a member of a team demonstrating leadership qualities.
- A particular willingness to be flexible to adapt to the needs of the Catering Department which will include evening and weekend working.
- Excellent time management skills.
- First class standard of personal presentation.
- Good verbal and communication skills and reasonable level of literacy.

Employee Benefits: 6 weeks holiday + Bank/Public Holidays
Travel pass payment scheme
Free meals when on duty
Excellent pension scheme
Employee Assistance Programme
