

**Job Description**

|  |  |  |
| --- | --- | --- |
| **Job Title:** Food Service Supervisor | **Post holder :** | |
| **Reporting to:** The Deputy Catering Manager who in turn reports to the Catering Manager. | | |
| **Main Purpose of Role/Overview :**  The Food Service Supervisor role is to oversee the food service of the catering department particularly in the evenings on College formal dinners and conferences. The booking & arranging of front of house waiting & food service staff. Assisting the Deputy Catering Manager in setting up & supervising the Hall for all major functions The maintaining of clean and hygienic standards throughout the department; adhering to all current health & hygiene legislation. | | |
| **Main Responsibilities & Duties:** | | **Standards of Performance:** |
| 1. Organising with the Deputy Catering Manager staff rotas for all waiting staff; 2. Organising & planning of daily worksheets & tasks for waiting staff; 3. Setting up of dining rooms for all major functions; 4. Ensuring that High Table is laid to the correct order according to College Standards; 5. Supervising & training of waiting staff to achieve & maintain service of quality; 6. Ensuring the clean, hygienic appearance of waiting staff; 7. Ensuring sufficient food & beverages are available at service times; 8. Delivering food & beverages to College rooms for meetings as & when required, ensuring the correct provision of necessary items; 9. Assisting from time to time at special functions, some of which may occasionally fall outside of working hours; 10. Briefing all waiting staff prior to service when in charge ensuring that all staff are conversant with the dish content, cooking methods, portion size, correct service utensils & appropriate accompaniments and allergen awareness; 11. Maintaining clean hygienic standards throughout the department adhering to all current health & hygiene food handling regulations; 12. Maintaining high standards of personal cleanliness & hygiene; 13. Undertaking duty management within the Buttery on alternate weekends; 14. Undertake any other duties or responsibilities which may be assigned from time to time by the Deputy Catering / Catering Manager. | |  |

|  |
| --- |
| **Health and Safety Requirements:**  All members of the catering staff should, at all times:   * Apply health and safety regulations as appropriate and to maintain a safe working environment at all times; * Follow food hygiene, health and safety procedures (and risk assessments / method statements) of the College and those specific to the Catering Department; * Ensure that all food service areas are clean at the beginning and end of service. * Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Deputy / Catering Manager * Report any faulty equipment to the Head Chef / Catering Manager; * Reporting immediately any incidents, fire, theft, loss, damage, unfit food or other irregularities & taking appropriate action. * Report any potential hazards around the servery or buttery to the Deputy/Catering Manager; * To be aware of, and to enforce the accident reporting procedure. |
| **Other:**   * To attend all team meetings and any training nominated for you; * Other duties as required. |
| The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College. |
| **Significant internal/external relationships:**  The post holder will need to work very closely with all members of the Catering Department. The post holder will also be in frequent contact with Senior Members, Students, and Staff. |

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications, experience and background | * A recognised qualification in NVQ levels 1,2 in Food service or equivalent; * Intermediate Food Hygiene Level 2, Allergen awareness training; |  |
| Specific knowledge/skills  (technical) | * Eye for detail and food presentation;   Good communication skills, with the ability to relate well with Senior Members, Staff, Students;   * Good listening skills as well as verbal and written communication skills using a variety of communication methods (face-to-face, telephone, letters, reports); * Good interpersonal skills and to enable effective translation of problems into practical solutions; |  |
| Personal attributes | * Self-motivated and an ability to work without close supervision and a tolerance of dealing with routine problems; * Ability to work to deadline, with changing priorities, and remaining calm under pressure; * Ability and willingness to learn new skills; |  |
| Team and management skills | * Ability to work as part of a teamand independently ; |  |
| Other |  |  |

**Main Terms and Conditions of Employment:**

The appointment is subject to an initial probationary period of six months, which may be extended at the College's discretion.

The post is full-time based on 37.5hours per week predominantly late afternoon evening shifts (Weds, Thurs & Friday evenings) as agreed with the Deputy Catering Manager. The salary, according to qualifications and experience, will be equivalent to point 29 on the University's Single Spine, for which the present rate is £22,214 per annum (based on 37.5 hours per week).

Holiday entitlement will be 33 days per year, including 8 public holidays. It may be necessary to work on public holidays which occur during Term time.

Under the rules of Auto Enrolment the post holder will be enrolled in the Universities Superannuation Scheme.

The post is subject to the Newnham College Staff Handbook and Policies & Procedures; dated June 2016 and subsequent updates which may be amended by the College from time to time.

The post-holder will be entitled to one free meal per day when on duty (when the catering

Department is open).

Car parking may be provided, subject to availability.

Offer of employment: any offer of employment will be made subject to references satisfactory to the College and proof of your ability to work in the UK.