Further Particulars
Food Service Supervisor

Grade: Scale 3; £19,202 p.a. - £22,017 p.a.

Nature of Contract: Full time, 36.5 hours per week (permanent)

Reporting to: Food and Beverage Manager

Direct Reports: None

Green Templeton College (GTC) is the University of Oxford’s newest college. We are international in membership and outlook, lively and supportive in spirit, with an intellectual agenda focusing on issues relating to human welfare.

GTC is situated between the Radcliffe Observatory and Observatory Street on Woodstock Road, within easy walking distance of the City Centre, the Saïd Business School, and the University Science Area.

Main purpose of job:

The Food Service Supervisor will assist the Food and Beverage Manager in the supervision of staff and ensuring the efficient running of the dining room. They will take responsibility in the absence of the Food and Beverage Manager as required, and assist and supervise the serving staff in their work. The Food Service Supervisor will work as part of a team to ensure that the College provides a consistently excellent standard of catering service.

Key Tasks:

- Work as part of a team together with the kitchen and catering staff to provide an excellent service to all customers.

- Encourage good team work amongst the staff including the casual workers.
• Organise and supervise staff engaged in food and beverage service

• Lay and clear the college dining and function rooms (this may include moving heavy items such as furniture, wine etc)

• Clean and take care of silverware and glassware/cutlery

• Effective planning and use of all resources to meet customer requirements including assisting the Food and Beverage Manager with rostering when required.

• Help with stock control and ordering

• Manage some lunch and dinner functions as required

• Assist the food & Beverage Manager with budget control

• Deal professionally with customers during food service periods

• Assist the Food and Beverage Manager with other work as required

• Clean and maintain the pantry, dining and function rooms to a high standard

• Ensure that health and safety policies and procedures are adhered to.

The above is not considered to be an exhaustive list of duties. You will be expected to perform different tasks as necessitated by your changing role within the College.

**Food Service Supervisor - Person Specification**

**Essential**

• Knowledge of basic health and safety procedures
• NVQ 1 and/or 2 in Food Service (or qualified by your experience)
• Experience of supervising staff
• Excellent communication skills and ability to speak good English
• Previous experience of food service in a College or fine dining environment
• An understanding of the importance of providing a good customer service
• Able to communicate professionally with both staff and customers
• Ability to accept instruction from supervisors
• Reliable, enthusiastic and self-motivated
• Ability to work well under pressure and in sometimes stressful conditions
- An ability to make good use of own time during quieter periods
- Experience of working effectively as part of a team
- Basic knowledge and awareness of health and safety issues within a busy public environment
- Well presented with the ability to adhere to the dress code and behave in a manner that is appropriate for the College
- Fit enough to be able to spend most of your working hours on your feet
- Physical fit enough to move heavy items such as wine boxes and furniture

**Desirable**

- Basic food hygiene certificate (desirable)
- First aid trained (desirable)
- Although not an office based role, a working knowledge of Microsoft Office suite is desirable

**Terms and Conditions of Employment***

**Employer:** Green Templeton College. The College is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.

**Reporting to:** Food and Beverage Manager

**Location:** The successful applicant will be based on the site at Green Templeton College, Woodstock Road, Oxford, OX2 6HG. The post may require travel to and work at other college sites.

**Hours:** 36.5 hours per week Monday - Friday, plus at least one evening per week and some weekend work when required.

**Salary:** Grade 3 £19,202 p.a. - £22,017 p.a. for 36.5 hours per week.

**Holiday:** 38 days per annum, including Bank Holidays. Annual leave will need to be taken during two week shut down at Christmas and two week shut down in August.

**Pension:** The post is pensionable and the post holder eligible for membership of the OSPS, a contributory pension scheme.

**Duration:** Permanent Contract.
*Free lunches, tea and coffee are provided when the kitchens are open.
** Parking is available on site on a first come first served basis. This is not a contractual benefit and may be removed if the needs of the College change.

**How to apply**

All applications must be made on an application form and sent by email to hr@gtc.ox.ac.uk. It is possible, but not preferred, to send applications by post to Human Resources Department, Green Templeton College, Woodstock Road, Oxford OX2 6HG.

**Recruitment Timetable**

The closing date is 12 noon on Monday, 24th September 2018. Interviews will take place on Thursday 11th October 2018, and as there are several staff members involved in the selection process, it will not be possible to alter this interview date.

In the interests of economy we will only contact those candidates who have been shortlisted for interview and they will be informed by telephone or email. Applicants are welcome to telephone or e-mail to check the progress of their application.

**Data Protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the University’s Data Protection Policy.

**Travel Expenses**

The College will reimburse receipted travel expenses to interview at the rate of a second class rail fare, within the UK.