



Further Particulars – Catering Supervisor
(Reference 900274)

Job Title:	Catering Supervisor	Department:	Catering & Conference
Reports to:	Dining Services Manager	Responsible for:	Catering Assistants
Liaison with:	Fellows, staff and students		

Main purpose of Job:

To work as a member of the Catering & Conference Department being responsible for supervising the food and beverage services to the Fellows, Staff, Students and other guests of the College, and to maintain the standards established by the Catering & Conference Management.

Main responsibilities

Meal Service/Functions

- To supervise the delivery of catering services within the college.
- To organise food service staff and prepare for meal services ensuring food prepared by the Kitchen is ready for service on time.
- To supervise the operation of the tills at meal service and process the cash takings for each session. To ensure that all takings are accounted for and stored with the tills in the Catering office safe for safe keeping.
- To calculate on occasion's student and senior member meal numbers and to keep the Kitchen informed.
- To liaise on occasions with members of the College and commercial clients regarding special requests for functions or private members' events and to communicate these to the Dining Services Manager.
- To regularly communicate with the Dining Services Manager regarding meals or event planning, staffing, serving and about any other issues affecting the smooth operation of the Department

Food Hygiene, Health & Safety:

- To ensure that work practices during meal services follow the College's Health & Safety Policy and relevant legislation.
- To ensure that the food service areas are clean in accordance with the department cleaning programme and to the standard of hygiene and cleanliness set within the College's Food Hygiene Policy.
- To adhere to the College's Health and Safety Policy by: carrying out duties in accordance with training and instruction received; informing the Dining Services Manager of any potential hazard or danger; and taking reasonable care at all times to guard the personal safety of all persons who may be affected by the job holder's actions at work.
- To maintain security within the food service areas, in particular to carry out the correct opening and closing procedures and to ensure that valuable food service equipment is correctly stored.

Personnel

- To assist with monitoring staff attendance and to record staff sickness and absences while on duty.
- To deal with minor disciplinary problems of catering staff at an informal level, in accordance with the College's disciplinary procedures.

Other Duties

- To assist in the monitoring of stock levels of non-food products and order when necessary
- To assist with office administration including filing and typing of weekly menus, catering function memorandums, and other documentation when necessary.
- To produce completed activity reports such as cleaning rotas, temperature checks etc when required.
- To act as an ambassador for the College in welcoming guests and members of the College when they attend catered functions at the College and to act in a professional, courteous manner at all times.
- It will be necessary to gain a broad understanding of the overall catering operation, in order to provide reciprocal cover to allow for flexible work shifts, holidays and sickness absence.
- Ensure that the staff uniforms are clean when reporting for duty each and every shift.
- To undertake any appropriate training identified by the Dining Services Manager
- To carry out any additional and appropriate duties as required and to act at all times in a courteous and professional manner.

Selection Criteria

Essential

- At least two years' experience within a similar catering operation e.g. University, College, quality hotel, restaurant.
 - Supervisory experience
 - Level 2 Award in Food Safety in Catering
 - Good standard of verbal and written communication
 - Ability to communicate appropriately with many different people e.g. staff, students, senior members, and management
 - Self-motivated and reliable
 - Interest in food and drink service
 - Understanding of service techniques
 - Knowledge of food allergies & dietary restrictions
 - Knowledge of Food Hygiene and Health and Safety legislation
 - Ability to work as part of a large and varied team
 - Desire to encourage standards of excellence throughout the department
 - Ability to react promptly to any incidents which require immediate attention
 - Ability to deal with minor staff discipline and grievances in a professional manner
 - High standard of personal appearance
 - Willingness to undertake relevant work related training
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- ***Desirable***
 - Level 3 Award in Food Safety in Catering
 - NVQ 3 in Hospitality & Catering, or equivalent
 - Supportive of the traditions of the College

Terms and Conditions

Full terms and conditions of employment will be provided in writing to the successful candidate. The information below is for guidance only and does not constitute the contract of employment.

Duration	This is a permanent, full-time, post and will be dependent on (i) satisfactory employment checks as detailed below within under 'Pre-Employment Screening'; and (ii) satisfactory completion of a three-month probationary period
Salary	The starting salary will be £21,479 per annum. This equates to an hourly rate of pay of £11.01. The post is aligned to Band 4 of the Somerville College pay spine with a salary range of £21,479 to £23,404.
	Upon successful completion of the probationary period, individual salaries are increased in May of each year to the next spine point within the respective salary band, until the top of the pay band has been reached. In addition the College pay spine is uplifted for cost of living on a regular basis, normally annually.
Hours of Work	Normal hours of work will be 37.5 per week. The post holder will be required to work morning and afternoon/evening shifts on 5 days out of every 7 days. The staff rota will be amended from time to time depending on the needs of the College and the actual days of work may be altered accordingly.
Holiday Entitlement	Support staff are entitled to 33 days of paid leave per annum, inclusive of eight public holidays. Agreed College closure days and bank holidays taken are deducted from the total leave entitlement of 33 days.
Pension	The post holder will be eligible for membership of a contributory Group Personal Pension scheme, from the commencement date of the appointment (subject to age requirements).
Life Assurance	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
Meal Entitlement	Meals while on duty will be provided free of charge.
Sickness Benefit	A maximum of six weeks' sick pay at full pay, calculated in any rolling twelve month period, subject to satisfactory notification of absence and production of medical certificates.
Employee Assistance Service	A confidential 24/7 telephone advisory and counselling service is available to all College employees and their family members who live in the same household.
Childcare	Somerville runs a small on-site Nursery. College employees may choose to enter a childcare salary sacrifice scheme (under the Income & Corporation Taxes Act 1988), which allows tax and national insurance exemption for this benefit. Alternatively employees may apply for childcare vouchers.
Training	The College will support the post holder to undertake any relevant training to enhance his or her work performance, and financial support for these development activities will be provided where appropriate.
Smoking policy	No smoking is allowed in any part of the College.
Parking	Unless related to a disability, there will be no parking available on College premises for the post holder.

Application Procedure

1. Download the Somerville College application form from the College website at www.some.ox.ac.uk/jobs
2. **Email your completed application form to the Human Resources Manager at:** recruitment@some.ox.ac.uk **stating vacancy reference 900274**
3. Ensure you complete the personal statement section of the application form demonstrating how your skills and experience meet the person specification. Your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. **Please send only one copy of this form** which can be emailed to human.resources@some.ox.ac.uk **or** sent in hard copy, separately from your application to:

Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College, Woodstock Road
Oxford. OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Equality Act 2010.
7. Communication regarding the status and outcome of your application will be made via e-mail.
8. **The closing date for completed applications is 10am on Tuesday, 29th August 2017**
9. **Interviews will be held in Oxford in the week beginning 18th September 2017**

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville College require that all staff are afforded equal opportunities within employment. Entry into employment and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

Data Protection

All data supplied by candidates 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 1998 and the College's Data Protection Policy.

Pre-employment screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. References

You are asked to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period. If you have been employed, at least one of your referees should be your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you and your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.

3. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

July 2017