



## Further Particulars Terrace Supervisor

Please note this vacancy is for Internal Applicants Only

(Ref 900288)

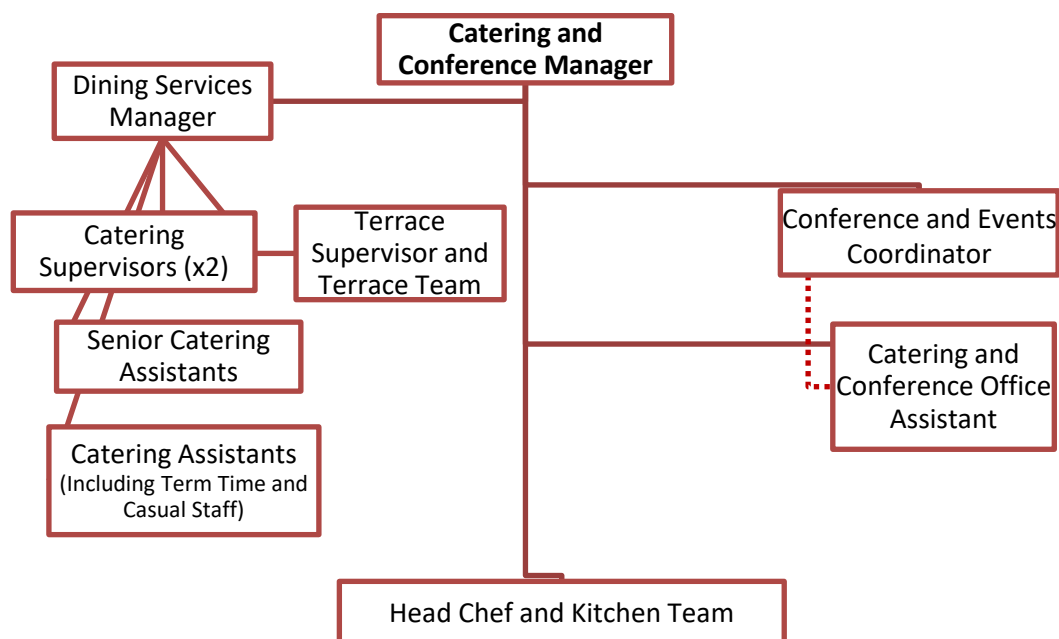
We are looking for a flexible and organised individual to work as a member of the Catering & Conference Department being responsible for delivering the services offered in the College's café-bar; "The Terrace" to the Fellows, Staff, Students and other guests of the College. You will have experience of working in licensed premises and be numerate with a good standard of communication in English. During the out of term periods when The Terrace is closed you will work as part of a small team in the pantry, assisting with the supervision of food and beverage services to students, staff and other guests.

### About Somerville College

Somerville is a friendly and diverse College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students. We currently have approximately 550 undergraduate and graduate students, many of whom live on site, and around 200 academic and support staff as well as a host of visiting academics, former members, conference and bed & breakfast guests.

### About the Terrace

The Terrace is Somerville's café-bar which operates as a café in the daytime and as a bar in the evening. It is open during term from 9.30am to 11pm on weekdays and 12noon to 11pm at weekends. The bar is open to all Somerville students, fellows, staff and alumni and members of the College are free to bring guests.



## **Main responsibilities**

### **1. Service Delivery**

- To deliver the services provided by The Terrace in a professional, efficient and cost effective manner.
- To ensure that The Terrace operates in accordance with college regulations.
- To be responsible for the keys and the security of the premises, ensuring that The Terrace is properly locked and alarmed when authorised staff are not working.
- To carry out all aspects of cellar requirements, such as cleaning of pipes, purchasing, stock control, and stock rotation
- To ensure the cleanliness and hygiene of the bar by creating and maintaining a regular cleaning schedule.
- To liaise with the Catering & Conference Management on matters concerning events.
- To consider staffing levels based on the demands of the college and to ensure adequate staffing at all times.
- Alert the Dining Services Manager to any staff attendance or performance issues.

### **2. Legislative Requirements**

- To adhere to the legislative requirements of the Licensing laws and to comply with the opening and closing and age limit restrictions outlined therein
- To ensure that correct standards of hygiene & safety are maintained within The Terrace through implementation of College Food Hygiene & Health & Safety Policies
- To ensure that equipment and premises are maintained to the required level of health and safety

### **3. Financial**

- To be responsible for all stock and the cash float assigned to the Terrace
- To be responsible for banking cash takings with the Bursary as and when required

### **4. College Events and Conferences**

- To supervise the running of bar facilities at social events in other areas of college as and when required.
- To organise bar/drinks reception requirements within college as and when required

### **5. Other Duties**

- To carry out any other duties that may be required
- To adopt a flexible attitude towards fulfilling the responsibility of the role making sure an efficient service is offered at all times.
- To have a flexible attitude towards working unsociable hours

## **Selection Criteria**

### ***Essential***

- Experience of working in licensed premises
- Level 2 Food Safety Certificate
- Good standard of verbal and written communication in English
- Ability to communicate appropriately at all levels, eg. College members, Fellows, students, managers, staff, and visitors
- Ability to respond appropriately and promptly to any incidents which requires immediate attention
- Knowledge of Licensing Laws
- Knowledge of and experience of working with food allergies and dietary restrictions
- Honest and trustworthy
- Customer focussed and able to deliver excellent standards of service at all times
- Interest in new trends and initiatives current in the world of catering
- High standard of personal appearance
- Willingness to undertake relevant work related training
- Respect for the College environment the traditions of the College
- Willingness to take a flexible approach to work duties, to include cover for staff holidays, sickness and helping on additional functions

### ***Desirable***

- Experience of working in a coffee shop
- Experience of supervising others
- Experience of working as part of a diverse team
- Experience of training junior members of staff
- NVQ level 3 in Supervising Food Safety in Catering

## 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.

<b>Duration</b>	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
<b>Salary</b>	<b>The starting salary will be £21,869 per annum.</b> This equates to an hourly rate of pay of £11.21. The post is aligned to Band 4 of the Somerville College pay spine with a salary range of £21,869 to £23,801
	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.
<b>Hours of Work</b>	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. Shifts may vary out of term time when the post-holder is working with the Pantry team. 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.
<b>Holiday Entitlement</b>	Support staff are entitled to 35 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.
<b>Pension</b>	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).
<b>Life Assurance</b>	College Employees are covered by free life assurance for the duration of their employment (subject to age requirements).
<b>Meal Entitlement</b>	Meals while on duty will be provided free of charge.
<b>Sickness Benefit</b>	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.
<b>Employee Assistance Service</b>	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.
<b>Childcare</b>	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.
<b>Training</b>	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.
<b>Smoking policy</b>	No smoking is allowed in any part of the College.
<b>Parking</b>	Unless related to a disability, there will be no parking available on College premises for the post holder.

## Application Procedure

The closing date for completed applications is 10am on Tuesday, 20 February 2018

**Please note that this vacancy is for internal applicants only**

Your application should comprise

1. A completed application form (including a personal statement and details of at least 2 referees)
2. A curriculum vitae (CVs submitted on their own will not be considered)
3. An Equal Opportunities Monitoring Form

Email your completed application form to: [recruitment@some.ox.ac.uk](mailto:recruitment@some.ox.ac.uk) please quote vacancy reference 900288 in the heading

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 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.

Communication regarding the status and outcome of your application will be made via e-mail.

4. **It is planned to hold interviews on Tuesday, 27 February 2018**

## 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.

February 2018