



MAGDALEN COLLEGE, OXFORD

FOOD AND BEVERAGE SUPERVISOR

Reference Number: CA25005

Further Particulars

Magdalen College is one of the most beautiful of the Oxford colleges with a hundred-acre site of ancient and modern buildings including the landmark Great Tower beside Magdalen Bridge. Accommodation is provided to over five hundred graduate and undergraduate students. The College also houses several residential Fellows and provides teaching and meeting rooms, offices and common rooms that are serviced seven days a week. The catering team also service the Senior Common Room, providing lunch and High Table dinners. The Buttery provides Breakfast, Lunch and Dinner provision for Middle Common Room and Junior Common Room members in Hall. The Old Kitchen Bar provides a snack bar service throughout the day as well as a licensed bar during the evenings, also providing a venue for students' bops and functions. The College is a busy conference venue during the summer months and is also a popular destination for visitors to Oxford during the vacations.

The Food and Beverage Supervisor is employed by The College of St Mary Magdalen in the University of Oxford (the "College"), and responsible to the Operations Manager.

Duties & Responsibilities

Food Service

- Provide counter, plate and buffet services to the highest standard when and where required.
- Provide silver service and or butler service to the highest standard.
- Prepare and assemble food service equipment when and where needed.
- Prepare food service areas as and when required.
- Clean and maintain the service areas to the College standards and to meet legislation.
- Ensure that food service standards are maintained and continually improved at all times throughout the Catering department.
- Provide guidance to part time and casual labour.
- Prepare tables for service in all areas of the College.
- Work in any area of the Catering Department to meet the needs of the College.
- To deputise for the Deputy Services Manager and/or the Butler or Bar Supervisor (Alcohol) when and where required.

People Skills

- Provide a courteous and professional service to all College customer groups.
- Accept mentoring and training when and where required.

- Understand the benefits of teamwork and mutual respect.
- Supervise the service teams in line with agreed rosters to meet the needs of the College.
- Supervise and implement the hygiene standards and dress code at all times.
- Supervise where needed all porters, service staff full and part time labour.

Professional Obligations

- Responsible for the purchase and dispensing of products and services under guidance of the Food and Beverage Services Manager.
- Assist in managing all stock holding to the lowest practical level.
- To have the skills needed to develop and maintain good standards of supervision in the Buttery, Hall, Senior Common Room, Old Kitchen Bar Food and Bar Services and other areas of the College as and when required.
- Deputising when required in any area of the Catering Department taking on the Duty Manager role when and where required.
- Work on a rostered basis and maintain good standards of day-to-day supervision in the Senior Common Room, Buttery & Hall and Old Kitchen food and alcohol bar.
- Control cash floats and operate tills maintaining financial integrity at all times.
- Maintain standards of skill and presentation of all service staff.
- In the absence of the Butler maintain services in the Senior Common Room, Smoking Room and associated areas when and where required.
- In the absence of the Bar Supervisor maintain services to the Bar (Alcohol) and associated areas when and where required.
- Assist with the administration of the wine cellar under the direction of the Butler or the Services Manager/Deputy in the absence of the Butler.
- Reduction of waste in all areas of the department.
- Have an open mind to change, and to the development of the Department.
- Provide a quality of service which meets the Catering Code of Practice.
- Feed back operational information to Line Manager and peers.
- Prepared to work in any area of the College, to cover emergencies and special business needs from time to time.
- Be commercially aware in terms of service standards and the need to reduce waste.
- Gain an understanding of legislation and strive to implement it as required.

Administration

- Complete health and safety and administration paperwork as required.
- Take responsibility for tills and till floats and the accurate completion of cash sheets.
- Maintain electronic menu boards.
- Maintain management of the wine bin card system and stock sheets under the direction of the Butler or the Services Manager/Deputy in the absence of the Butler.
- Supervise small dinners and formal functions.
- Supervise bar services and bar-based functions.

Health and Safety

- Take responsibility for your own and your colleagues' health and well being.
- Commitment to working in a safe and responsible manner at all times.
- Commitment to understanding your responsibilities under the Food Hygiene Laws.
- Maintain COSHH standards in line with legislation and implement training to all staff who may use or come into contact with such items.
- Take responsibility for personal hygiene and wearing and maintaining the appropriate uniform at all times.
- Uphold the hygiene standards of the services and agency staff.
- Ensure that all staff wear and maintain their uniforms as prescribed in the Catering work practices.
- Maintain and update food standards documentation and work practices in the absence of the Food and Beverage Services Manager and Deputy.

The above list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks as instructed by your supervisor to ensure the department can operate an efficient service at all times.

Any other tasks, duties and responsibilities not listed above which can be reasonably be expected to be performed or undertaken by a Food & Beverage Supervisor.

Person Specification (The job holder should demonstrate the following attributes):

- Small group management skills.
- Able to communicate operational issue to senior management.
- Reliable with excellent time management skills.
- First-class standard of personal presentation.
- Be a team player.
- Have a professional attitude and flexible approach.
- Be motivated and consistent.
- Ambition to develop and improve.
- Willingness to be flexible to ensure the Department maintains high standards.
- Understand and be willing to learn about health and safety of food handling.
- Ability to converse and write fluently in English.

Salary

The salary for this post will be on the scale £29,959 - £38,249 per annum (equivalent to Grade 5 of the College Unified Pay Scale), depending on skills and experience, plus Oxford Location Allowance of £1,500 per annum

Hours of Work

The hours of work will be 80 hours per fortnight on a two-week roster with some split shifts to include weekends.

Benefits:

- Free lunch while on duty when the kitchen is open
- Membership of contributory pension scheme
- Car parking (subject to availability)
- Use of sports facilities
- Optional contributory Healthcare scheme
- Bus pass purchase scheme
- Holiday entitlement of 30 working days, plus bank holidays some set days of holiday must be taken when the College is closed

The College provides for maternity leave on a basis that exceeds the statutory provisions. There is a day one entitlement and there is no qualifying period; women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on Statutory Maternity Pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption Leave, Shared Parental Leave, and Paternity Leave. Magdalen College has a priority claim on places in the University nurseries.

The College particularly welcomes applications from Black, Asian, and Ethnic Minority Candidates.

Applications

Please complete the College application form and send it, together with the recruitment monitoring form, (both of which can be found on our website at <http://www.magd.ox.ac.uk/job-vacancies/>) to Human Resources, Magdalen College, Oxford, OX1 4AU or human.resources@magd.ox.ac.uk. If you do not wish the College to contact your referees at this stage, please make this clear in your application. This post will remain open until a suitable appointment is made. **Late or incomplete applications will not be accepted.**

Data Protection

All data supplied by applicants will be used 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 College's Data Protection Policy which can be found at <http://www.magd.ox.ac.uk/other-policies/data-protection/>.