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 Bar Supervisor is employed by the President and Fellows of Magdalen College and is responsible under them to the Food & Beverage Services Manager.

Duties & Responsibilities
This post has responsibility for the Old Kitchen Bar Licensed Bar Services, these include:

Professional Obligations
- As a member of the management team conduct themselves in a way befitting their position in the College.
- Work with the Food & Beverage Services Manager and other heads of department to uphold the standards and principles of the Catering Department and the College as a whole.
- Deputise when required in other areas of the Catering Department.
- All work is carried out in a dedicated and responsible manner.
- Be pro-active in the management of change and operational development.
- Maintain service standards throughout the College.
- Administer all paperwork and or electronically devised systems that may be required by the department, in a diligent and professional manner.
- By agreement with the Food & Beverage Services Manager, work extra hours outside of the agreed rota to cover student bops and College functions.
- Deputise for the Food & Beverage Supervisors in emergency situations.

Bar Service
- Ensure weights and measures standards are implemented and maintained.
• Ensure licensing legislation is adhered to and the University alcohol consumption objectives are upheld.
• Ensure that drink service standards are maintained at all times.
• Ensure that outside alcohol is not brought in or consumed in the Old Kitchen Bar
• Uphold a high level of cellar services, maintaining cleaning and hygiene standards at all times.
• Implement the published opening hours in a consistent and non-confrontational manner.
• Run the pizza service operation from 7pm-10pm, this may consist of supervising another member of staff or cooking and serving the pizzas to students.
• Work with the Food & Beverage Services Manager and other College Officials to agree and implement lighting levels, sound systems and other marketing tools as and when required.
• Work elsewhere in the Catering Department when bar services are not required.

People Management
• Uphold the Four Licensing Objectives set out in the Licensing Act 2003.
• Ensure that customers are handled sensitively yet firmly when dealing with excesses of alcohol.
• Negotiate effectively with those customers who may wish to buy drinks when you deem it is not suitable to serve them.
• Implement the highest standards of service as defined in the Catering Department’s code of practice.
• Manage and train service staff, instilling and maintaining best practice.
• Ensure that service staff work their contracted hours and that days off and holidays are planned for the benefit of the business.
• Work pro-actively with the Food & Beverage Services Manager and F&B Supervisors in maintaining the staff rosters to meet the needs of the College.
• Supervise the member of staff assigned to pizza service from 7pm-10pm.
• Implement the dress code at all times.

Administration
• Responsible for the purchase of Wine, Spirits, Soft Drinks and Snack items for sale in the Old Kitchen ensuring that the purchasing policies are implemented.
• For the reduction of waste in the department.
• Manage any and all stock holding to the lowest practical level.
• Actively develop and deliver staff training programmes in skills, service delivery, customer services and safety.
• Compare till purchasing data with stock numbers and pricing schedules to maintain gross profit margins.
• Maintain the price tariff boards and till price panels ensuring they are accurate and match the published till pricing structures.
• Compile time sheets daily, to be audited together with the Food & Beverage Services Manager on a weekly basis.
• Manage the bar cash float ensuring due diligence, ensuring this is regulated and managed effectively.
Health and Safety
- Maintain the COSHH store in line with legislation and implement training of all staff who may use or come into contact with such items.
- Work with the Food & Beverage Services Manager to establish, implement and maintain the department’s Health and Safety Policy.
- Maintain and update food and drink standards, documentation and work practices.
- Uphold the hygiene standards of the service staff, casual and agency labour.
- Maintain up to date fire records for the department.

Personal Specification
This jobholder should demonstrate the following attributes:
- Hold a current Personal Licence issued under the Licensing Act 2003 or willingness to undertake training upon appointment
- Being commercially aware.
- Reliability; an excellent timekeeper and good standards of personal presentation.
- Good interpersonal and communication skills, being a “Team Player”.
- Professional attitude, Motivated developer, consistent yet pragmatic.

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

Salary
Current salary is £18,556 per annum (£24,741 FTE).

Hours of Work
The hours of work will be 30 hours per week over 5 days. The College is also willing to consider annualised hours for this role (1,560 hours per annum) with more hours per week worked between 1 October to end of June, allowing for fewer hours to be worked July to end of September.

Holiday
The holiday entitlement is 25 days per annum plus bank holidays. Some bank holidays are regarded as normal working days and may need to be taken at a later date. Some set day’s holiday must be taken when the College is closed.

Other Benefits
- Membership of contributory pension scheme
- Free lunch will be provided
- Use of sports facilities
- Optional contributory Healthcare Scheme
- Bus pass purchase scheme
- Cycle to work scheme

The College provides for maternity leave on a basis that exceeds the statutory provisions. This 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.

**Applications**
Please complete the College application form and send it, together with the recruitment monitoring form, to either human.resources@magd.ox.ac.uk or Human Resources, Magdalen College, Oxford, OX1 4AU. If you do not wish the College to contact your referees at this stage please make this clear in your application. Should you have any questions about the application procedure please call 01865 276033. The closing date for receipt of applications is 12 noon on Friday 28 February 2020.

**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/.