



## **MAGDALEN COLLEGE, OXFORD**

### **FURTHER PARTICULARS FOR SNACK BAR SUPERVISOR Fixed-term for 6 months for maternity cover**

**(Job Reference: CA22007)**

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

#### **Duties & Responsibilities**

##### **Food & Beverage Service**

- Supervise and implement the highest standards of service as defined in the Catering Department's code of practice (Operations Manual), supervise and train all staff to meet the appropriate principles.
- Ensure Old Kitchen Bar personnel resources are used effectively as defined by the Food and Beverage Services Manager.
- Ensure that food service standards are maintained and continually improved at all times throughout the Old Kitchen Bar.
- To deputise for the Food and Beverage Services Manager and/or the Butler when and where required.
- To deputise for the Bar Supervisor (Alcohol) when and where required.
- To provide tea and coffee in the meeting rooms during the day, especially in absence of the Butler and other Supervisors.
- To hold meetings on weekly basis with Head Chef, in order to improve the Bar and pass the feedback from customers to Head Chef.
- To maximise the sales and profits in the bar and also maintain the staffing to the acceptable level at all times.

### **People Management**

- Supervise the Old Kitchen Bar staff in a responsible and professional manner.
- Delegate and manage work of the Snack Bar Assistant on a daily or weekly basis.
- Ensure that service staff work their contracted hours; days off and holidays are planned together with the Food and Beverage Services Manager.
- Supervise the implementation of the dress code and hygiene standards at all times.
- Supervise where needed all porters, service staff, permanent and casual labour.
- Supervise the day-to-day casual labour with regard to presentation, skills and attitude.

### **Professional Obligations**

- Work on a rostered basis in the Old Kitchen Snack Bar and be flexible to work in wet Bar, Senior Common Room and hall in order to meet the catering department need.
- As a member of the catering supervisory team conduct themselves in a way befitting their position in the College.
- Work with Food and Beverage Services Manager and other heads of department to uphold the standards and principles of the Catering Department and the College as a whole.
- To have the skills needed to develop and maintain good standards of supervision, in the Old Kitchen Snack Bar 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 is carried out in a dedicated and responsible manner.
- Support in the management of change and operational development within the Catering Department.
- Maintain service standards throughout the Catering Department in terms of skills and equipment.
- Ensure adequate staffing is provided for all service areas of the department in line with College needs and budgetary restraints.
- Control cash floats and operate tills maintaining financial integrity at all times.
- Maintain standards of skills and presentation of all service staff including casual labour.
- In the absence of the Butler, serve refreshments in the afternoon 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.
- Reduction of waste in Old Kitchen Bar and make sure all the wastage is recycled in a correct way at all times.

### **Administration**

- Manage all stock holding to the lowest practical level.
- Deliver staff training in skills, service delivery, customer services and food safety as directed by the Food and Beverage Services Manager.
- Compare till purchasing numbers with kitchen production sheets to assess portion size and/or volume.
- Book casual labour when required, when deputising for the Food and Beverage Services Manager.

- Order all the food and salad on a daily basis using the proper forms provided by the Food and Beverage Services Manager.
- Complete and return all the cleaning rotas on the daily/weekly basis back to the Food and Beverage Services Manager.
- Complete and return all the takings sheets on the daily/weekly basis back to the Food and Beverage Services Manager.
- Keep the Board in the Bar updated with all promotions and specials discussed with Head Chef and Food and Beverage Services Manager.

### **Health and Safety**

- Work with the kitchen representative and the Food and Beverage Services Manager to establish, implement and maintain the department's Health and Safety Policy.
- Maintain and update food standards documentation and work practices.
- Uphold the hygiene standards of the service and casual staff.

### **Personal Specification**

- C&G Certificate of Food & Beverage Service (Level 1) or BETC equivalent.
- Previously held a supervisors role.
- Able to demonstrate commercial awareness.
- Reliability; an excellent timekeeper and good standards of personal presentation.
- Good interpersonal and communication skills, being a "Team Player".
- Computer literacy; working knowledge of Word, Excel, Outlook and Database operations.
- Professional attitude, motivated developer, consistent yet pragmatic.
- Must be fluent in both spoken and written English.

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.

### **Hours of Work**

The hours of work will be 40 hours per week on a rostered basis to include Sundays in the long vacation.

### **Salary**

£23,600 per annum pro-rata

### **Holiday**

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

The College provides for maternity leave on the basis that exceeds statutory provisions. Provided that they have at least 26 weeks' service at the 15th week before the expected week of birth, women are eligible for 26 weeks' maternity leave on full pay, followed by 13 weeks of leave on statutory pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption, Shared Parental

Leave and Paternity Leave. Magdalen College has a priority claim on four places in the University nurseries.

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

#### **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.

#### **Applications**

Please complete the College application form and send it, together with the recruitment monitoring form, to either [human.resources@magd.ox.ac.uk](mailto: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 27 May 2022.

#### **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/>.

**Late or incomplete applications will not be accepted.**