



MAGDALEN COLLEGE, OXFORD

CATERING ADMINISTRATOR JOB DESCRIPTION

(Reference number: CA24003)

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 Catering Administrator will be employed by The College of St Mary Magdalen in the University of Oxford (Magdalen College) and responsible to the Food and Beverage Services Manager.

This post is responsible for the administration of catering processes and procedures.

Record Keeping

- Responsible for oversight of kitchen record keeping and processing to include collating and administration of timesheets. Liaise with F&B Services Manager, Head Chef and Butler to ensure timely production of internal records and reports, checking and signing of invoices and distribution to Bursary.
- To be the catalyst for maintenance reporting, programming and follow up.
- Produce meeting reports as required from time to time, distribute and compile response documents.
- Process sickness certification and SSP documentation.
- Once authorised, process holiday forms and maintain the holiday planner.
- Responsible for ordering and distribution of stationary (within budget guidelines).
- In consultation with the Head Chef, F&B Services Manager and Conference & Accommodation Office, audit the booking database daily, checking for changes as and when the business prescribes.
- Administer the online booking system, updating menus, circulating numbers, answering queries and printing out table names and numbers and allergen grids
- Subject to a reasonable request, be prepared to work where necessary in emergency situations.

Menu Admin

- In consultation with the Head Chef maintain and refine the menu/ recipe database.
- The production of weekly menu sheets and allergens grids distribute.
- Collect and collate menu production data and produce spreadsheets as management reports.

Stock Admin

- Prepare tablet for direct electronic input of stock take data by senior staff.
- Produce purchase orders for non-Epsys products, ready for authorisation.

Health and Safety

- Bring together the various temperature control sheets from each department. Produce a monthly discrepancy report and log the statistics on a six months rolling data sheet.
- Assist the Head Chef and Second Chefs to administer an electronic version of the cook-chill and freezer data sheets.
- Produce training schedules for approval.
- Together with the F&B Services Manager, Head Chef, Butler and Bar Management monitor the college accidents book and the reporting of near miss incidents.
- Together with the F&B Services Manager, Head Chef, Butler and Bar Management assemble Risk Assessment documentation and store in accordance with Health & Safety Policy.
- In consultation with the F&B Services Manager, Head Chef Order and document the issuing of uniforms, highlighting and reporting any anomalies.

Training Admin

- Administer the training records by maintaining the agreed yearly schedule, researching courses and together with the Catering Management Team programme staff attendance.
- Produce the approved On Job Training record sheets and together with the Heads of Department maintain the individual staff documentation.
- Generate monthly training reports.
- Communicate with Catering Management Team to identify COSHH training needs, H&S, manual handling, food Hygiene, fire safety training and fire records.
- Upload the menu allergens into Uniware and assist F&B manager on can operate his absence with opening and closing bookings during term time and out of term.

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.

Person Specification (The jobholder should demonstrate the following attributes)

- Reliability; an excellent timekeeper.
- Good interpersonal and communication skills.
- Computer literacy; database administration, Word, Excel, PowerPoint and Outlook.
- Motivated, disciplined, consistent but pragmatic.

Hours of Work

The post is full-time and the successful applicant will work 37.5 hours per week, Monday to Friday, with unpaid breaks totalling one hour per day. However, a flexible approach to working hours is required to ensure that the department runs efficiently.

Probation and Notice Period

There is a six-month probationary period. During the probationary period, the appointment may be terminated by either side by giving one month's notice.

Salary

The salary for the post will be on the scale £28,759 – £37,099 per annum (Grade 5 of the University pay scale), depending on skills and experience.

Benefits

- Free lunch while on duty when the kitchen is open
- Optional membership of contributory pension scheme
- Car parking (subject to availability)
- Use of sports facilities
- Optional contributory Healthcare scheme
- The administrator will not be provided with a uniform but will be expected to wear protective clothing, provided by the college, when entering food production areas.
- Bus pass purchase scheme
- Holiday entitlement of 30 working days, plus bank holidays (some restrictions will apply when holiday cannot be taken and some set days of holiday must be taken when the College is closed)

The College provides for maternity leave on a basis that exceed the statutory provisions. There is a day one entitlement and 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 Minority Ethnic candidates.

Application Procedure and Deadline

A detailed letter of application and a completed application form (which can be found on the College website at: www.magd.ox.ac.uk/job-vacancies) should be emailed to human.resources@magd.ox.ac. Late or incomplete applications will not be accepted. Following the offer of the position, appointment will be subject to (a) satisfactory references, (b) satisfactory completion of a medical questionnaire, and (c) provision of proof of the right to work in the UK. This vacancy will remain open until an appointment is made.

Magdalen College is an Equal Opportunities Employer. Further information can be obtained from the College website at www.magd.ox.ac.uk/equality/.

Recruitment Monitoring

A Magdalen College Recruitment Monitoring Form will be found at the following page on the Magdalen College website:

www.magd.ox.ac.uk/job-vacancies/.

Applicants are requested to complete the form and return it by email to Human Resources at Magdalen College (human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

Data Protection

All data supplied by applicants 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 2018 and the College's Data Protection Policy, which can be found at www.magd.ox.ac.uk/other-policies/data-protection/.