



## **Job Description and Further Particulars Catering Supervisor**

### **1. The College**

St Edmund Hall (fondly known as Teddy Hall) is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The College community has around 70 Fellows, 400 undergraduate and 300 graduate students in addition to administrative and domestic staff. St Edmund Hall's roots are in the 13<sup>th</sup> Century, making it one of the oldest education institutions now within the University of Oxford.

Modern and progressive in its outlook, the Hall furthers scholarship in a range of Arts and Sciences subjects. The Hall offers a matchless chance to live in the heart of Oxford, be taught by tutors of recognised distinction in their fields and to enjoy being part of an energetic and varied community. At present, the College is comprised of approximately 70 Fellows, 376 undergraduate and 315 graduate students in addition to administrative and domestic staff. Our undergraduates come from all backgrounds and include students from the UK and the world. The graduate population is an equally diverse body of students studying a wide range of subjects at Masters and Postdoctoral level.

Further information about the College can be found by visiting [www.seh.ox.ac.uk](http://www.seh.ox.ac.uk).

### **2. The Catering Operation and Role**

Meals at St Edmund Hall are one of the most sociable aspects of studying here with our 270-seater Dining Hall meaning that the whole College community can eat together. We serve, breakfast, lunch and dinner, and brunch is available at weekends.

On Thursdays and Sundays during term time there is the option of Formal Hall, which is served after the usual informal dinner. This is a traditional part of Oxford college life, and an opportunity to do something a bit different, which is very popular with our students.

We can offer served dinners and lunches catering for 15 to 240 people in a variety of rooms from the traditional Old Dining Hall seating up to 45 people, to 240 in the modern and spacious Wolfson Dining Room with its feature ceiling and lighting.

Our facilities offer an ideal location for lunches, dinners, weddings, and christenings. We can also cater for garden parties, afternoon teas, and drinks receptions in the beautiful Broadbent Garden, which is a haven from the hustle and bustle of the city.

Working as part of a cohesive, friendly, and talented team and under the direction of the Head Butler and Deputy Head Butler the Catering Supervisor assists in the smooth and efficient running of the catering function within our Servery and Hall areas.

The Hall and Senior Common Room teams are an integral part of St Edmund Hall and comprise the Head Butler, Deputy Head Butler, two Catering Supervisors, an SCR Assistant and four Hall/Plate Wash Assistants. The team are supported by casual workers and work closely with the Executive Head Chef and the Kitchen Brigade. The Domestic Bursar has overall responsibility for the department.

### **3. Main Duties and Responsibilities:**

The Catering Supervisor's role will include, but is not limited to, the following tasks and responsibilities:

1. To assist with the supervision of the delivery of catering services within College ensuring that breakfast, brunch, lunch and dinner in the Hall are served and appropriately serviced during term time and during the conference seasons and that menus with allergy information are clearly visible.
2. To take student and senior members meal numbers ensuring tables are laid appropriately.
3. To assist with the monitoring of stock levels of non-food products and order when necessary.
4. To assist with office administration including the preparation of weekly menus and function notes and any other documentation as necessary.
5. To ensure that areas are kept clean at all times.
6. To assist in the training of staff in hygiene, COSHH and health and safety.
7. To manage functions with a hands on approach in the absence of the Head Butler and Deputy Head Butler including the supervision of staff and the recording of timesheets, ensuring members of staff adhere to the College's regulations on the wearing of uniform and PPE.
8. To be responsible for the completion and submission of cleaning schedules and temperature charts for the Servery.
9. Ensure compliance with the College's health and safety policy and food hygiene regulations and ensure any defects are reported to the Head Butler or Deputy Head Butler.
10. To operate the checkout (cashless system) for student meals.
11. Communicate and liaise with other members of the SCR and catering/kitchen team, working together to ensure high standards are maintained.

12. To attend training and development as and when requested including COSHH, health and safety training and food hygiene training.
13. In conjunction with the Head Butler and Deputy Head Butler, to ensure the Servery is adequately but not over-staffed for student/staff meals and formal dinners which may mean covering duties themselves when short staffed if necessary.
14. Ensure that maintenance faults are reported in a timely manner and follow up action is taken.
15. Any other duties as may reasonably be required by the Head Butler, Deputy Head Butler or Domestic Bursar.

The post-holder will be expected to be flexible and perform different tasks as necessitated by the changing role within the College's organisation and objectives. Please note the role involves standing, carrying and lifting. This job description may be reviewed periodically in conjunction with the post-holder and the requirements of the College.

#### 4. Selection Criteria/Person Specification

REQUIREMENTS	Essential and desirable criteria	
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<b>Experience</b>		
Previous experience of working in a customer focused role, food service role and/or hospitality environment.	√	
Previous experience of managing a small team.		√
<b>Skills, knowledge and abilities</b>		
Good communication skills with proficiency in spoken and written English.	√	
Good computer skills including Microsoft Word, Excel and Outlook.	√	
Strong customer service skills.	√	
Be motivated and able to use initiative.	√	
High levels of punctuality, reliability, and professionalism.	√	
Ability to work flexibly and capable of working using own initiative and as part of the wider team.	√	
A willingness to participate in training courses and a commitment to their own professional development.	√	
NVQ Level 1 Certificate in food hygiene.		√
Previous cleaning experience preferably in a commercial kitchen environment.		√
<b>Personal Skills</b>		
Very friendly, helpful and approachable.	√	

## 5. Terms & Conditions

Appointment:	This is a full-time, permanent post working 40 hours per week Monday to Sunday. The appointment will be conditional on receipt of evidence of right to work in the UK documentation and satisfactory references.
Probationary Period:	There will be a probationary period of six months. Only after successfully completing this probationary period will the appointment be confirmed.
Notice Periods:	During the probationary period, the post-holder's employment may be terminated by either side on one weeks' written notice. Once the appointment is confirmed, the period of written notice will be 1 month on either side.
Salary:	£28,381 per annum. Automatic progression takes place on 1 August for support staff provided they have been in post for at least 3 months prior to the incremental date until the maximum point is achieved.
Hours of Work:	Normal hours of work will be 40 hours per week working on a 5 out of 7 days rota comprising early and late shifts. The Catering Department operates between the hours of 07:30 and 22:00, Monday to Sunday. Breaks are unpaid. The ability and willingness to adopt a flexible approach to working hours and duties will be required.
Annual Leave:	Annual leave entitlement is 32 days (inclusive of bank holidays). The post-holder's leave will be calculated on a pro-rata basis for the first year of employment. Additional leave is granted during the Christmas and New Year period when the College is closed. Where public holidays fall in term time, the appointee may be required to work those days and time off in lieu will be given to be taken at a mutually convenient time at the discretion of the Head Butler.
Meals:	A meal is provided free of charge in the Hall whilst on duty and when the College kitchen is open.
Benefits:	Subsidised bus pass loan, season ticket rail loan, cycle scheme loan and access to the College's employee assistance programme (a 24-hour telephone and online advisory and counselling service).
Pension:	The post-holder will be automatically enrolled in the Oxford Staff Pension Scheme (OSPS) unless they notify the College otherwise.
Parking:	Parking is extremely limited and allocated according to needs at the discretion of the Domestic Bursar.

Further terms and conditions are contained in the Employee Handbook.

## 6. Application Process

Interested applicants should forward the following documents:

1. An Application Form (found on our website);
2. A covering letter, which explains how you meet the selection criteria for the post.

**There is no deadline and applications will remain open until the post is filled.**

Applications can also be sent to the HR Department, St Edmund Hall, Queen's Lane, Oxford, OX1 4AR.

Informal enquiries about the post should be directed to [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk).

All candidates will receive a response and shortlisted candidates will be invited to interview.

The successful candidate will be expected to start as soon as possible.

### **Equality of Opportunity**

The Equal Opportunities policy of the College requires that all staff are offered equal opportunities within employment. Entry into employment will be determined only by personal merit and the application of criteria related to the post. Subject to statutory provisions, no applicant 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.

### **Recruitment Monitoring**

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing [recruitment@seh.ox.ac.uk](mailto:recruitment@seh.ox.ac.uk).

### **Notes**

1. *This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
2. *All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
3. *St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
4. *Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*