



St John's College
Oxford

Food and Beverage Supervisor

Job Description

About St John's College

St John's College is one of the larger colleges within the University of Oxford. Founded in 1555 by Sir Thomas White, the College is a long-established member of the thirty-eight colleges of Oxford University. Like all colleges, it is an independent, self-governing establishment, which functions both as an academic institution and as a social and residential centre for its members. The College has around 650 students and 100 Fellows. For further information about the College, please visit our website at www.sjc.ox.ac.uk.

Main Duties

This role is mainly based in the Senior Common Room (SCR)

Front of House

- Provide welcoming and high-quality hospitality and customer service at all times, serving a wide range of internal and external customers (e.g. Fellows, students, College guests, staff, conference delegates), meeting dietary requirements and adhering to College's excellent standards.
- Supervise and assist in setting and clearing tables in the College's catering and event spaces.
- Check and return silver and cutlery after use.
- Assist with the organising of refreshments for conferences and events around the College catering and events spaces when required to do so..
- Use equipment as directed by the Front of House Manager
- In agreement with the Front of House Manager, assist in all areas of the College's catering and event spaces including the Hall/Buttery, St Giles House, Garden Quad, Kendrew Café, and College Bar.
- Report maintenance requirements immediately to the Front of House Manager.
- Be familiar with, and work in accordance with, all College's policies and procedures and comply with all relevant Health and Safety and Food Hygiene regulations.
- Ensure appearance is neat and tidy and uniform is worn at all times.

Stock

- Assist with ensuring that all deliveries are correctly received, stored and documented appropriately.

- In the absence of the Front of House Manager, be responsible for ordering dry and wet goods.
- Assist with wine cellar duties as and when required.

Cash

- Supervise the operation of tills during service (if appropriate).
- Adhere to the College's relevant financial procedures with regards to handling cash.

Health and Safety

- Ensure that the relevant legislation and College policies regarding hygiene and health and safety are observed at all times.
- Ensure the health and safety of students, Fellows, staff, guests and suppliers is maintained.

Security

- Assist with the safekeeping of keys and with ensuring that appropriate security measures are in place to prevent unauthorised access.
- Attend IT security training

Training

- Assist with the identification of and the training of new staff including Food and Beverage Assistants and casual staff.
- Participate in training with the aim to improve your own standards, performance and professional development.

Administration

- Assist the Front of House Manager with administrative tasks as required.
- Use all IT systems provided for front of house operations.

This is not an exhaustive list and other duties may emerge as necessitated by changing roles within St John's College.

Reporting Structure

The Food and Beverage Supervisor reports directly to the Front of House Manager.

Key Contacts

The Food and Beverage Supervisor will be required to work effectively with other members in College, in particular the Catering Manager, the Conference and Events Manager, Main Kitchen staff, Kendrew Café staff, Senior Common Room staff, and the College bar staff.

Salary: £31,628 per annum

Hours of work:

- This is full time, permanent position.
- This appointment is full-time; 40 hours per week on 5 days out of 7 shift pattern.
- Your normal working pattern might require you to work nights, Saturdays, Sundays, or Bank Holidays. The SCR is open daily for lunch and dinner, shift patterns will reflect the needs of the operation.

Application Procedure

Please send your application detailing your reasons for making this application, how your knowledge, skills and experiences meet the requirements of this role (see person specification) and a CV with your complete education and employment history to vacancies@sjc.ox.ac.uk.

Closing date: **9am on Monday 31st March**

Please state the names, addresses and telephone numbers of two people who are prepared to give you a reference for this position. Referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your formal line manager in your most recent job. Please indicate whether we can contact them at this stage.

If your application is successful your appointment will be subject (i) to the provision of an original document which indicates your right to work in the UK, and (ii) the completion of an initial probation period.

Equal Opportunities Statement

St John's College is committed to providing equality of opportunity and avoiding unlawful discrimination. The policy and practice of the College require that all staff are afforded equal opportunities within employment and that entry into employment with the College and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases the ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of their sex, marital status, sexual orientation, racial group, age or disability.

Data Protection

All data supplied by candidates 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 Data Protection Act 2018, General Data Protection Legislation, and the College's Data Protection Policy and recruitment monitoring process.

