



Jesus College OXFORD

Job Title	Food Services Supervisor
Main purpose of job	To use their knowledge and skills to oversee various services when necessary. Take responsibility for the provision of high level quality food and beverages to members of the College, their guests and to conference delegates
Responsible to	Deputy Head of Food and Beverage Services
Liaison with	Food Service Team Kitchen Team Other College Employees
Hours of work	An average of 39 hours per week, working five days out of seven, working alternate weekends. Some additional hours may be required at busy times
Main Tasks	<ul style="list-style-type: none">• Provide support and assistance in the supervision of the Food Service Team across College to ensure the maintenance of high professional and personal standards whilst on duty, positively contributing to the professional running of the team• Provide support to the Head of Food and Beverage Services and the Assistant Head of Food and Beverage Services.• Takes responsibility for shifts and leads the Food Services team giving clear instructions when they are the most senior or nominated supervisor on duty, ensuring that meal periods and events run smoothly• Supervise and lead private dinners and functions with a hands on approach• Assist in maintaining and improving the standard of food and beverage services• Ensure that appropriate menu and diet information is made available and visible for diners and staff

- Maintain and update appropriate records of Fellows dining and wine consumed when required
- Assist the Head of Food and Beverage Services and the Assistant Head of Food and Beverage Services with the maintenance and organisation of the College cellar and the storage of wine in the appropriate manner
- Use the College computing systems; the Kinetic database to provide and acquire information regarding College events; and the meal booking system for SCR and Hall; the EPOS system for Hall pricing and charging
- Oversee and/or undertake the care, polishing and security of College glass, crockery, cutlery and silver, ensuring that the College standards are met
- Ensure that the Dining Hall and Private Dining Rooms are set up professionally for the appropriate College meal, ensuring that the high College standards are maintained
- Assist the Catering Management Team to maintain appropriate Health and Safety and Food Hygiene standards across the Catering Function within College. Ensuring that the Food Service team are aware of all appropriate Health and Safety regulations, including COSHH, and comply with these
- Work with all colleagues to facilitate good and constructive communication within the Kitchen and Food Services Team
- Any other appropriate tasks as requested by the Head of Food and Beverage Services or a Senior College Officer