

Food Services Supervisor



About Jesus College

Founded in 1571 by Elizabeth I, Jesus College is a self-governing educational charity and one of the 39 constituent colleges of the University of Oxford.

The College's Principal is [Professor Sir Nigel Shadbolt FRS FEng FBCS](#) and our community comprises some 110 Fellows, 50 lecturers, 300 graduates, 400 undergraduates and 90 support staff. We have a strong commitment to academic values and success, and are characterised by an informal and friendly atmosphere. The College is located on an attractive historic site in the centre of Oxford, with excellent access to local transport links, as well as the Bodleian Library and other University libraries, the Science Area, and the University's department and faculty buildings.

Around 150 students live on our historic Turl Street site, and we also have two annexe sites in North and East Oxford which provide additional student accommodation.

In 2022 the College opens a new building on its main Oxford site - the Cheng Yu Tung Building. This transformational addition to the College includes new teaching spaces, meeting rooms, a café, a multifaith room, a gym, postgraduate accommodation and the [Cheng Kar Shun Digital Hub](#).

The smooth running of the College is thanks in large part to our highly-skilled, welcoming and friendly support staff. This community of ninety-plus people join us from all over the world, and work across ten [College departments](#). We value the contribution that all our support staff make to the College, and organise regular events through the Staff Social Committee. We are an Equal Opportunities and Living Wage employer.

About the Department

The Kitchen and Food Services teams are busy and varied, they offer an excellent opportunity to join a progressive and innovative environment and be part of Jesus College life. The team is proud of its excellent reputation, the team is passionate about both the food served and the high quality of the food service. The ethos of the Food Services Team is that it offers the highest customer service to all.

The Kitchen and Food Services team are at the heart of catering in the College and their roles cover a broad spectrum of dining events including to College Fellows, students, staff and those who visit the College for conferences, summer schools, weddings, formal dinners and receptions.

About the Post

This key role in the Food Services Team enables the smooth delivery of all meals and events from layout, through service to finish. The position requires a passion for first class service, attention to detail and excellent communication skills to ensure the team's rapid response to diner's needs. The delivery of high quality of food and beverage service across the College is the motivation for this role.

The post holder will facilitate communication between departments to allow diners access to all dietary information and to maintain Health and Safety standards.

Key Responsibilities

Please refer to the Job Description

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.

Salary

The salary range for the role based on full-time hours is £24,285 - £ 27,929 per annum.
(Pro-rated for part-time roles)

Essential Knowledge, Skills and Experience

- Supervisory experience
- Experience of managing food service, ideally from within a high quality driven environment
- Good knowledge and understanding of the way in which food service works and the interrelationship between food service and the kitchen
- Excellent customer service skills
- Desire to encourage standards of excellence throughout the department
- Excellent communication skills, equally able to communicate to a range of audiences
- Knowledge of stock management
- Computer literate with a good knowledge of MS Office
- Knowledge of Food Hygiene controls
- Understanding of Allergen/Food Intolerances

Desirable Knowledge, Skills and Experience

- Qualification in Food Safety for Catering – Level 2
- Allergen Awareness Certificate
- Knowledge of Wines and Spirits

Benefits

As well as becoming a valued member of our friendly community, and working in beautiful historic surroundings, we also offer the following benefits:

- **Meals** - A free meal is available when on duty and the kitchen is open.
- **Holiday** - A generous annual leave entitlement of 38 days per year (pro rata for part time posts), which includes all Bank and Public holidays.
- **Pension** - Automatic enrolment in the Oxford University Pension Scheme from the start of employment.
- **Employee Assistance Programme** - 24/7 access to a broad spectrum of services, including Health Management, Online and Face-to-Face Counselling, and Debt Management. Practical information and advice can also be accessed on all common topics, such as Consumer, Legal, Finance, Housing, Benefits, Family.
- **Travel Loan** - You may, on the completion of your probation period, be entitled to receive an interest-free loan to enable you to purchase an annual season ticket for travel by bus, with a discount of 5% on the overall cost.
- **Personal Development** - Staff are encouraged to develop both professionally and personally and the College supports employees to develop their skills and improve their performance throughout their time with the College.
- **Family-friendly policies** - The College has a range of family-friendly policies in place, including parental and family leave, and flexible working.
- **Childcare Services** - Open to University and College Staff and Students, the University owns a number of nurseries and has places at a number of Community nurseries which employees can apply for.
- **Oxford University Discounts** - College staff will receive a University card which provides the following discounts:
 - Free entry to Oxford Colleges and libraries
 - 10% discount in some University shops
 - Free access to the University Botanical Gardens and Harcourt Arboretum.
 - Discounted computer software from the University Computing service
- **Access to Sports Facilities and Punt Hire** - Staff may use the College's sports facilities and sign up for punt hire during the summer period for a small fee. Staff can also sign up for free to the University Club and use the University Sports Centre on Iffley Road at discounted rates.
- **Library** - College staff have access to the Meyricke Library, open 24 hours a day.
- **Eye Test/Glasses Reimbursement** - a free annual eye test and a glasses contribution are offered for staff that are regularly display screen equipment (DSE) users and who have been advised they need glasses for DSE use.
- **Flu Vaccinations** - a yearly flu vaccination scheme where staff not otherwise eligible to receive a free vaccination can obtain one at the cost of the College.

Pre-Employment Screening

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. This will include right-to-work and the receipt of satisfactory references.

Probation

The successful candidate will be expected to complete a probationary period of six months.

To apply

To apply for this role please submit the following documents:

- A curriculum vitae.
- A completed application form.
- A completed equal opportunities form.

Please return completed applications to HR@jesus.ox.ac.uk

Closing date

The closing date for this vacancy is ongoing until the position is filled.

Applications will be assessed as they arrive and suitable candidates will be invited to interview. Early application is strongly advised.

Interviews

Interview dates to be confirmed.

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 General Data Protection Regulation 2018. You can find details [here](#).

The College Privacy Policy can be viewed here: [Jesus-College-Policy-on-Privacy-and-Confidentiality-2022.pdf](#)

All applicants are required to confirm that they have read this policy

Jesus College welcomes and celebrates diversity. We strive towards creating an inclusive environment, where our staff and those associated with the College feel valued and respected. We want them to thrive, regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Our staff are an integral part of our community, and we cherish equally those qualities that make each of us unique, and those that bring us together.