DINING HALL SUPERVISOR

Full time, Permanent, £32,045 per annum

The College

One of the largest Colleges in the University of Oxford, with around 865 students, St Anne's is known for being down-to earth, ambitious, outward facing and collaborative. We aspire to understand the world and change it for the better.

Established in 1879 to enable women from all backgrounds to access an Oxford education, the College is committed to securing our legacy and future by being a diverse and inclusive community that is the home of choice for the brightest and most ambitious from all backgrounds, including those who may think that Oxford is not for people like them.

Our community includes undergraduate and graduate students, academics involved in world leading research and teaching, and staff from a wide range of professional backgrounds. Helen King, our Principal since 2017, is a graduate of St Anne's who took on the role after a thirty-year career in policing.

As a Charity and one of the more modern Colleges, our finances depend upon a diverse range of income streams including a successful vacation conference business and the generosity of our worldwide network of committed alumnae and donors.

At St Anne's we are committed to sustainability and our collective responsibility to preserving the environment. We are working in support of the University of Oxford's target of being carbon net neutral and biodiversity net gain by 2035. We expect all members of College to work towards these goals.

For further information about the College, please visit http://www.st-annes.ox.ac.uk

The Catering Department

St Anne's College Catering Department has a long history of providing a very high standard of food and service to it's many students, staff, conference guests and visitors, attending or visiting College, throughout the year.

Under the supervision of the Deputy Domestic Bursar the catering team is led by the Dining Hall Manager, supported by a Senior Dining Hall Supervisor, 3 Dining Hall Supervisors and 6 General Assistants.

Overview

Job Title	Dining Hall Supervisor
Location	Oxford
Reports to	Dining Hall Manager
Direct reports	None

Key areas of responsibility

Responsible for the supervision and service of all meals served to Fellows, Lecturers, Students, Staff, special dinners, conferences and private functions, ensuring that all tasks are completed to the highest standard and delivered with a professional approach:

- Work with and motivate the Catering staff using a friendly, flexible and approachable attitude.
- Responsible for supervision of the General Assistants and Casual Dining Hall staff.
- Ensure all staff are smart and presentable in their appearance and have excellent personal hygiene.
- Assist with training staff to the highest standards to ensure continuity in quality and procedures.
- Be aware of quantities of all stock items and notify the Dining Hall Manager when orders need to be placed:
  - Disposable stock items.
  - Soft drinks.
  - Check delivery against delivery notes and accepting delivery.
- The Conference Cellar:
  - Deliveries – accepting, checking and storing correctly.
  - Ensure accurate recording of liquor used on all functions supplied to Fellows, conferences and student events, notifying the Dining Hall Manager of any discrepancies.
- Print Kinetics daily to ensure the preparation of events that take place in College are correct i.e. number changes, location changes.
- Check that the staff in STACS (The College coffee shop) are prepared and ready for the days business as they are for the majority of the time unsupervised.
- Ensure the facilities in the Senior Common Room are checked on a regular basis, especially before a Guest Night.
- Ensure accurate weekly catering statistics are recorded and given to Head Chef every week.
- Liaise with the Chefs daily to ensure all events are catered for correctly i.e. numbers, dietary requirements and timings.
- To adhere to Health and Safety, Food Safety and COSHH regulations:
  - Work within the St. Anne's Food safety policy and ensure all staff comply with this policy.

- College Silver
  - Ensure all silver is clean and polished ready for College events.

  Any other duties as agreed with the Dining Hall Manager.

Personal specifications:

Essential

- A recognised qualification from the Hotel and Catering industry or equivalent.
- CIEH Level 3 Award in Supervising Food Safety in Catering.
- Ability to work on own initiative and to make decisions on the running of the Dining Hall team.
- Have the capability to problem solve and to think clearly under pressure.
- Work closely with the Head Chef and Kitchen staff in relation event numbers, dietary requirements and timings
- Ability to deputise for the Senior Dining Hall Supervisor in their absence.
- Very good computer skills (Microsoft office or equivalent).

Desirable

- Qualified First Aider.
- Experience of managing college functions.
- A good knowledge of wines.

Approach

- Confident, calm, determined, hardworking, polite, customer service orientated and diplomatic.
- Positive, pragmatic outlook.
- Dedicated, professional commitment.
- A willingness and ability to work flexible shifts.

Terms and Conditions

Appointment:	This appointment will be subject to satisfactory provision of proof of the right to work in the UK. Appointees who are not British or Irish nationals will need a UK visa or proof of settled or pre-settled status.
Hours of work:	36.25 hours per week. In general you will be offered five 7.25 hour shifts. These will include days, evenings and weekends. There will be a 30 minute unpaid break in each shift. This may vary according to business needs.
Salary:	£32,045 per annum
Annual Leave:	38 days per year, this includes 8 public holidays. Some holiday must be taken during winter closure. All other holidays will be agreed with the Manager.
Probation:	Four months
Notice:	One week during probation or one month thereafter
Pension:	The College offers membership of the Oxford Staff Pension Scheme (OSPS).
Meals:	Free lunch is provided on working days, when the post holder works either side of lunch.
Employee Assistance Programme:	A confidential employee benefit designed to help you and your immediate family deal with personal and professional problems that could be affecting your home life or work life, health, and general wellbeing. A 24/7 helpline is available to assist you which can provide counselling support as well as a smartphone app and wellbeing portal to access further information.
Bicycle Scheme:	Assistance to purchase a bicycle through a loan scheme.
Bus pass scheme:	A bus pass can be purchased at a discounted rate
Childcare:	St Anne's offers quality childcare provision services to College staff and students via our on-site Nursery. Subject to availability.
Family Friendly Policies:	Salary sacrifice scheme for Childcare. Enhanced family friendly policies.
Flu jabs:	Free annual flu jabs are offered to all staff.
Volunteering Policy:	St Anne's offer up to two paid days per year to do charitable volunteering activities.
Working from Home Policy:	We offer flexible working arrangements subject to job role.
Parking:	You may be eligible to apply for a parking permit for which an annual fee applies.
Other:	Employment is subject to the policies and procedures outlined in the Staff Handbook.

Application process

If you would like to apply for this position please send us all three of these documents:

- A completed application form (download from our website).
- Your CV
- A covering letter stating why you are interested in, and suitable for, this role.

Applications should be sent to recruitment@st-annes.ox.ac.uk

If you would like to discuss the role, or have any queries please call us on
01865 274866 / 284685

The closing date is Monday 5th October at 12 noon.

St Anne's College is an equal opportunities employer.

The policy and practice of St Anne's College require that all staff are afforded equal opportunities within employment. 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, 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Applicants are encouraged to complete the equal opportunities monitoring form.

To view our Privacy statement please see here https://www.st-annes.ox.ac.uk/privacy-policy/