FOOD AND BEVERAGE SUPERVISOR

Permanent position
Full time - 40 hours a week (including evenings and weekends)
Salary range - £23,487 to £25,627 per annum

A unique opportunity to join our professional and friendly Front of House team.

Trinity Hall would like to recruit a dedicated and experienced individual to join our friendly front of house team at a Supervisory level. The successful candidates will be passionate and committed to delivering a high level of service to our College Members as well as external clients.

Working as part of the wider team and assisting the Manciple and Food Services Managers in the day-to-day running of the department, the role holder will have previous experience of the hospitality industry, excellent communication skills and the ability to build and maintain relationships with clients and colleagues alike. This is a proactive role in a busy department, and you should have a passion to deliver exceptional service.

Previous experience in a hospitality environment is essential. The successful candidate will have a good level of personal awareness and be able to build and maintain relationships with clients and colleagues alike.

Further particulars can be found below.

Closing date: Friday 18th March 2022 at 12noon.
Interviews will be held w/c 21st March 2022.

An application form is available here or for further vacancies check our Staff vacancies page.

Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the HR Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ.

NB. CVs will only be accepted if accompanied by a Trinity Hall application form.

Enquiries to jobs@trinhall.cam.ac.uk, tel. 01223 764660.
JOBD DESCRIPTION

Job title: Food and Beverage Supervisor

Responsible to: The Manciple (Head of Front of House)

Location: Based at Trinity Hall, Central Site. You may be required to undertake work at other associated sites in Cambridge as required.

Objective: To ensure that all food and drinks are served to the highest standard at all internal and external functions including cafeteria, fine dining, formal college events, commercial & private functions (weddings, conferences etc.) and ensure customer satisfaction.

Hours of work: Basic 80 hours over 2 weeks, with alternate weekends off. Due to the nature of the work, you may be required to work additional hours during busy periods.

Experience: Experience of providing a waiting service to a high standard.

Main Duties and Responsibilities

- To support the Manciple, Butler and Food Services Managers with any reasonable requests.
- To be able to conduct and manage the delivery of functions
- To assist with the preparation of function/dining rooms
- To be trained in the use of EPOS and Kinetics
- To assist with the management and training of Food and Beverage Assistants and casual staff, ensuring that high standards of performance and conduct is maintained.
- To assist with the service delivery of daily events
- Adhere to safe working practices
- Ability to work within a team and in harmony with colleagues
- To uphold the high standard of service that the Buttery provides
- Appropriate uniform to be worn and maintain a high standard of personal hygiene and grooming at all times
- To ensure a high standard of hygiene: to ensure that all equipment is cleaned after use and that methods of working meet Health & Safety guideline
- Responsibility for handling cash
- To undertake further training when required
- Any reasonable duties required by the college.

Trinity Hall reserves the right to make changes or update this job description at any time. Changes will be introduced following discussion with the post holder.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills</strong></td>
<td>Good communication skills</td>
<td>Knowledge of HACCPs</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>Basic knowledge of food hygiene</td>
<td>Some computer knowledge</td>
</tr>
<tr>
<td><strong>Training</strong></td>
<td>Knowledge of food &amp; wine service</td>
<td>Level 2 basic Food Hygiene Award</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Knowledge of allergens</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>Experience in dealing with customers face to face</td>
<td></td>
</tr>
<tr>
<td><strong>Personal attributes</strong></td>
<td>Ability to work with minimal supervision</td>
<td>Ability to learn new skills and undertake further training as required</td>
</tr>
<tr>
<td></td>
<td>Friendly attitude and able to work in harmony with colleagues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Smart and tidy appearance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good timekeeping</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reliable &amp; honest</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flexible in attitude and approach to work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Willing to learn new skills and undertake further training as required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accuracy and attention to detail</td>
<td></td>
</tr>
</tbody>
</table>

*Updated Feb 2022*