Job Description	
Job title	Catering Supervisor
Department	Catering
Reports to (Position Title)	Head of Dining Services

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role
To promote an efficient and professional catering service to Members of College, external and conference customers in the facilities of the College.

Background information	
Based at	Gonville & Caius College
Hours of work	40 hours per week
Contract	Permanent, full tme
Qualifications	Certificate in Food and Beverage Supervision preferred
Key Skills	Excellent communication and interpersonal skills Attention to detail
Work experience	Experience in a similar working environment essential
Budget responsibilities	None

Main duties and Responsibilities
• Delivering and maintaining a high standard of food and drink service, health and safety in compliance with the current legislation. This includes the management of risk assessments and chemical data sheets, food safety HACCP system and allergens.
• Management, supervision and responsible for the waiting/bar staff in conjunction with the Head of Dining Services.
• Ensuring the cleanliness, orderliness and general care of the Dining Hall and all rooms serviced by the catering department.
• Assist the Head of Dining Services in the training & development of all staff, planning and running of functions and keeping appropriate records. • Supervision of any functions held in any of the College areas as required by the Head of Dining Services.
• To communicate with the Head of Dining Services, Fellows' Butler, Conference Office and Deputy Catering Manager any changes relating to food and drinks charges as well as any issues.
• Monitoring staff time keeping and loggings, make sure clean and tidy appearance is adhered at all times including the correct presentable uniform are worn by all staff under their supervision.

Main duties and Responsibilities
• Liaise with the kitchen about menus, allergens and any changes or concerns.
• Deputise on absence of the head of dining services or Deputy on some duties.
• Operate KX booking system & Meal booking system to monitor functions updates and daily meal bookings, to monitor staff levels needed & liaise with senior management. Use ticketing system if Housekeeping or Maintenance work is needed.
• Brief & organise staff when on duty, monitor cleaning schedules & sign off at the end of shift.
• Cover waiter duties and any other duties to deliver a successful outcome.
• To attend daily meetings when expected & liaise with casuals if needed via casuals college Facebook

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Additional role requirements	Yes	No
DBS check		x
Lone working	x	
Manual handling	x	
Working at height	x	
Uniform Required	x	
Training requirements		
Fire safety	X	
Health & Safety	X	
Data Protection	X	
Equality & Diversity	X	
The Prevent Duty	x	
Understanding Unconscious Bias	X	
Cyber security	X	
Dignity at work	X	
Anti-bribery and corruption	X	
Microsoft Office		
Accommodation database		
Kinetics	x	
Fire Warden		
Mental Health Awareness	x	
COSHH	x	
HACCP	x	
Food Hygiene	x	
Allergen training	x	
First Aid	x	

FURTHER INFORMATION RELEVANT TO THE ROLE

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development. The Cambridge Colleges Group (CCDG) runs a training programme specifically aimed at professionals working in development across the University, including an annual conference and working groups and seminars.

Person Specification

Job title	Catering Supervisor
Department	Catering
Reports to (Position Title)	Head of Dining Services

	Criteria	Essential /Desirable
Qualifications and Training	• Food & Beverage Supervisor certificate	Desirable
Knowledge, Skills & Proven abilities	• Experience in supervising & training teams	Essential
	• Great attention to detail	Essential
	• Knowledge of computer use & operating systems	Essential
	• Ability to deliver on time, efficiently & on budget	Essential
	• Ability to solve issues independently and promptly as and when they arise	Essential
	• Good communication skills	Essential
	• Ability to build a friendly but respectful rapport with all college members, including Fellows, Students, external customers and Staff.	Essential
	• Knowledge of college environment	Desirable
	• Willingness to adapt and be flexible	Essential
	• Driver's licence	Desirable
Behaviours	• Calm under pressure	
	• Strong & evidential people skills	
	• Presentable	
	• Sense of humour	

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