Job Description

Food Service Assistant Supervisor (Hall/SCR)

Job Title: Food Service Assistant Supervisor  
Salary: £23,358.40  
Hours: 40hrs per week, 5 days out of 7 on a rota basis  
Responsible to: Butler and Deputy Butler

Overview  
Oriel is a welcoming academic community in the heart of Oxford, a place of study and learning for nearly 700 years. Home to world-class teaching, learning and research, we welcome students and staff from all over the world. The College is the fifth oldest college in Oxford, and is situated on Oxford's High Street. Oriel College currently has around 300 undergraduate students and 200 postgraduate students, studying a whole range of subjects.

Job Purpose  
Help to provide an excellent service of food and drink for students, staff and conference guests you will contribute to the good teamwork in the hall and to the successful performance of its key tasks.

Responsibilities

- Overseeing shifts/events/specific dinners as directed by Deputy Butler/Butler  
- Manage FSAs during service  
- Lock up at the end of shift  
- Write consumptions  
- Remove silverware and securely store  
- Handle any queries or complaints  
- Answering emails  
- Liaising with chefs regarding diets  
- Assisting the Butlers with the weekly rotas.

Person Specification

General Duties

- To serve food to the college standards as directed by the Hall Manager and Assistant Bursar.  
- To serve food in a hygienic way  
- To know about the food, you are serving and the ingredients for guests with allergies.  
- To ensure sufficient material for the performing of cleaning duties are collected from the stores.  
- To ensure that you are correctly dressed, adhere to high personal hygiene standards.  
- Ensure all standard checklists are used as prescribed.  
- All maintenance issues reported immediately following the correct procedure.
• To demonstrate an understanding of the need to control operating costs and energy conservation.
• Cleaning chemicals are used as directed, to achieve desired results and reduce wastage.
• To maintain a professional working relationship with the food service team.
• Must attend all H & S, Fire and Food Safety Training as directed by designated Line Manager.
• Ensure that while you undertake your role you abide by the Health and Safety at Work Act 1974 and safe systems of work appropriate to your role.
• In use of chemicals, it is your responsibility to comply by COSHH.
• Understand the importance of adhering to college policy with reference to Hazard spotting, first aid reporting, and reporting accidents.
• To have a complete understanding of college procedure in the event of a fire.
• To ensure the College Health and Safety, Food Safety and COSHH legislation are adhered to; this will involve action and appropriate training.
• Ensure security for both self and all departments

Qualities, Experience and Qualifications

• Clean smart appearance, friendly and professional approach, with an interest in food.
• On-job training will be given.
• NVQ level one, certificate in basic food hygiene.