



1 Main Conditions of Service

Job title: Hall Supervisor

Department: Hall

Responsible to: Hall Manager

Responsible for: N/A

Annual salary: £25,958

Hours of work: 40 hours per week

These hours will be worked in accordance with the rota supplied by the Hall Manager, working 5 days out of 7.

Leave entitlement: In addition to public holidays, this appointment carries with it a leave entitlement of 25 days pro rata.

5 days of the entitlement are to be taken during the College's Christmas closure period and 5 days during the Easter closure.

Other benefits: A meal free of charge when served on days on which the post-holder is on duty; parking on site; season ticket loan; free use of the College gym.

Appraisal: This post is subject to the College's appraisal procedures.

Probation: The post is subject to a three-month probationary period.

Notice: This appointment may be terminated by either side by giving one week's written notice during probation and one month's written notice thereafter.

2 Purpose and Duties of the Post

2.1 Purpose

St Catherine's College is one of the largest Colleges within the University of Oxford, with over 900 students. It has a large Dining Hall and caters for a wide range of dining needs – from 'canteen-style' service for students through formal dinners to large banquets for conference delegates.

Reporting to the Hall Manager, the post holder will be working as part of the Hall team to provide outstanding levels of service to all those who use the Hall (including students, staff, Fellows and conference delegates), and to promote a professional and positive image of the College to everyone who dines in the Hall.

Their primary focus will be to provide food service within the Hall and Servery, ensuring that the required levels of food hygiene are maintained at all times. In addition to food service, the post holder will assist the Chefs in preparing food, will oversee the lunchtime salad bar (on a rota basis), and will be responsible for helping to maintain the Hall and Servery area to appropriate levels of cleanliness.

In the absence of the Hall Manager the post holder will act as a shift supervisor, supervising the running of the Hall and Servery. This will involve ensuring all staff adhere to health and safety and food hygiene rules and training new staff. The post holder will therefore need a keen eye for detail, particularly when overseeing formal dinners and large banquets for conference delegates.

Whilst the role will primarily be based within the Hall, it is anticipated that on occasion the post holder may be required to undertake work that takes place in different locations in College, such as the JCR, SCR or Master's Lodgings.

2.2 Main Duties

Food and beverage service

- To provide table service in the Hall during breakfast, lunch and dinner as required.
- To provide service from the Servery counter during breakfast, lunch, dinner and/or Buttery. To notify the Duty Chef of food shortages prior to running out.
- On a rota basis, to oversee the running of the salad bar, and to maintain adequate food levels (as appropriate).
- To operate the tills in the Servery, in the Buttery and on the salad bar, as required.
- To clear away unused food after lunch, liaising with the Duty Chef to determine which foods should be kept (storing them correctly) and which should be disposed of.
- To clean tables in the Hall.
- In the absence of the Hall Manager, to liaise with other departments to ensure that any special requirements are catered for.
- In the absence of the Hall Manager, to email students with meal times and Hall closure information.

- In the absence of the Hall Manager, to notify the Kitchen of changes to catering numbers provided by Kinetic and the Conference Office.

Food preparation and hygiene

- To assist with the preparation of the Servery prior to meals and to clean the Servery after meals, ensuring that the required standards of hygiene and cleanliness are maintained at all times.
- To check and record food temperatures.
- To clean Hall tables and lamps.
- To clean and refill the juice dispenser.
- To lay out food for the self-service lunchtime salad bar, and to ensure that adequate crockery and cutlery are available.
- To assist the Duty Chef with the preparation of buffet food for staff lunches.
- To prepare the SCR sandwiches on a daily basis.
- To assist the Duty Chef with food preparation in the afternoon (as required) and to pass prepared food to the casual waiting staff for service.
- To plate up meals as required for the Night Porters. To place these meals in the 'SCAF' fridge(s) for collection at night.

Cleaning and Presentation

- To ensure that all the required serving utensils are clean and ready prior to breakfast, lunch and dinner.
- To remove all clean crockery and cutlery from the wash-up trolleys or Green crockery trolleys, and store it in the appropriate place. To move the 'full' main plate hot trolleys from the wash-up area to their Servery positions, and to replace them with the empty or nearly empty hot trolleys.
- To assist in clearing away the plate trolleys during and after meal service.
- To assist with the cleaning of tables in Hall after meal service, and to assist with the moving of tables and chairs in Hall, as required.
- To regularly wash and sanitise the wash-up tables on either side of the glass wash machine.
- To regularly clean fridges, shelves, sinks and the ice machine in the Servery.
- To maintain accurate records of cleaning schedules within the Hall and Servery.
- When required, to assist in the general cleaning of the Hall and foyer/ entrance areas, including sweeping, wet mopping, checking for and removing cobwebs from the walls, pillars, porches and tapestries, and ensuring that (as far as possible) the door mats at the entrances to the Hall remain clean and free of leaves.

Staffing

- To assist the Hall Manager with the training and recruitment of casual service staff, ensuring that the relevant paperwork is given to the Personnel Advisor in a timely manner.
- To assist the Hall Manager in recording the hours worked by casual staff on the casual timesheets.

- To work with the Hall Manager to ensure that all staff are aware of College procedures and that they comply with rules set out by the College.
- To assist the Hall Manager in ensuring that all permanent and casual staff receive training relating to health and safety and food hygiene issues.
- In the absence of the Hall Manager, to organise casual rotas and staffing levels in accordance with the needs of the College.
- In the absence of the Hall Manager, to maintain and monitor records relating to sickness absence, annual leave, etc., for permanent staff and to supply this information to the Personnel Advisor in a timely manner.
- In the absence of the Hall Manager, to ensure the Servery is covered in cases of staff absence (holiday, sickness, etc.).
- In the absence of the Hall Manager, to be responsible for the supervision of food service staff.
- To assist the Hall Manager with ensuring the overall quality and efficiency of food service, including the supervision of presentation, quality of food, portion control, and customer care.

General

- To take the dirty laundry from the Hall and Kitchen to the Linen Room.
- To make coffee and clean, rinse and/ or de-scale the coffee machine, as appropriate.
- To assist with stocktaking.
- To ensure the Servery area is tidy.
- To undertake any other duties, consistent with the purpose of the post, as may from time to time be assigned by the Hall Manager, Head Chef or their representative.

3 Person Specification

Personal attributes based on the duties of the post	Essential (E) or Desirable (D)	Evidence
Qualifications:		
Foundation Food Hygiene certificate	D	1, 2, 3
Relevant food service qualification	D	1, 2, 3
Relevant food preparation qualification	D	1, 2, 3
Experience/Knowledge:		
Experience of food service, customer service, and/or preparation within a busy catering environment, ideally within a 4* hotel or similar	E	1, 2, 3
Experience providing food service in an Oxford College	D	1, 2, 3
Skills:		
Excellent interpersonal and communication skills (oral and	E	1, 2, 3

written), including a high standard of spoken English		
Strong customer focus	E	1, 2, 3
Reliable and punctual	E	1, 2, 3
Ability to work to deadlines	E	1, 2, 3
High level of accuracy and attention to detail	E	1, 2, 3
Ability to work without supervision and under pressure	E	1, 2, 3
Ability to work flexibly and as part of a team	E	1, 2, 3

Evidence: (1) = Application, (2) = Interview, (3) = References

4 General Information on St Catherine's College

Although one of the newest and largest colleges within Oxford, St Catherine's College can trace its roots back to 1868, when a 'Delegacy for Unattached' students was formed. The Delegacy's mission, as stated by its first Censor, George Kitchin, was to guarantee a University where: *"the best education [would be] placed within the reach of all, rich or poor, who show themselves worthy of it"*.

This mission was achieved by allowing students the opportunity to study at Oxford without having to be a member of a College, which was prohibitively expensive. This was a ground-breaking moment in the history of Oxford, and constituted a revolutionary challenge to the status quo. We are proud to be able to trace our foundation back to such an exciting movement and our ethos today still reflects those original values.

Our modern College, known informally as Catz, was established in 1962 by its founding Master, Lord Alan Bullock. Our grade 1 listed buildings, located in a peaceful setting adjacent to the University Parks, were designed by Danish architect Arne Jacobsen and attract visitors from around the world. The striking modern architecture, fittings and furniture, reflected a move towards the open, contemporary, culture that is still fundamental to our approach today. With a student population of over 500 undergraduates and 400 postgraduates, alongside a thriving community of visiting students, we're a diverse and vibrant College. The offices are a pleasant working environment, with a lively and friendly atmosphere.

The College has excellent facilities including a car park, gym, library, music building, squash and tennis courts, all of which staff are welcome to use. We operate a salary-sacrifice travel season ticket loan.

5 Application Details

5.1 How to apply

All applicants are required to complete an **Application Form** and a **Recruitment Monitoring Form** available on the College's website <https://www.stcatz.ox.ac.uk/category/vacancies/>

Applications should be sent by email attachment to the Hall Manager:
efi.barda@stcatz.ox.ac.uk

5.2 Closing Date

The closing date for the receipt of applications for this post is **midday on Monday 30 April 2024**. We reserve the right to close the post early if sufficient applications are received.

5.3 Referees

The application form will ask for the name of two referees, one of which should be your current or most recent employer. The College will assume that you will approach your referees at the time of application. However, you may (by making this clear on your Application Cover Form) ask that a particular referee or referees is/are approached only with your specific permission if you are being called for interview, or if you have been offered the post.