



TRINITY HALL
CAMBRIDGE

FOOD AND BEVERAGE SUPERVISOR | JOB 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 75 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 and till
- To undertake further training when required
- Any reasonable duties required by the Manciple

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



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PERSON SPECIFICATION

	Essential	Desirable
Skills Knowledge Training	<ul style="list-style-type: none">• Good communication skills• Good knowledge of food hygiene• Good knowledge of food and wine service• Knowledge of allergens	<ul style="list-style-type: none">• Knowledge of HACCPs• Some computer knowledge• Level 2 basic Food Hygiene Award
Experience	<ul style="list-style-type: none">• Experience in dealing with customers face to face in a Catering environment	<ul style="list-style-type: none">• Experience in an educational and residential environment
Personal attributes	<ul style="list-style-type: none">• Ability to work with minimal supervision• Friendly attitude and able to work in harmony with colleagues• Smart and tidy appearance• Good timekeeping• Reliable and honest• Flexible in attitude and approach to work• Willing to learn new skills and undertake further training as required• Accuracy and attention to detail	

Updated March 2024