



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

*Updated March 2024*