

## **JOB DESCRIPTION**

**Job Title:** Catering Supervisor  
**Responsible to:** Front of House Manager  
**Grade:** 2

### **Overall Objective**

To assist the Front of House Manager in the organisation and supervision of catering services, providing the highest levels of service in the Dining Hall, Senior Common Room, Bar and Cafés throughout the College both in term time and vacations.

### **Key Responsibilities**

#### Hall

- Supervise each meal period to meet agreed standards of service while maintaining all hygiene standards
- Make suggestions to develop service standards to meet the changing needs of the College and its customers
- Organise and direct each meal period so that staff are assigned according to the needs of the level of service
- Monitor the appearance of staff, ensure they are correctly uniformed and meet approved standards of appearance
- Check stocks of china, cutlery etc. as directed to ensure service level requirements
- Lay tables, plan table assignments, prepare and set up for meal service
- At the end of meal periods, ensure wash up is clear and all service areas are clean and tidy

#### Senior Common Room

- Assist with the service of SCR lunch and dinner in the SCR and at High Table both in and out of term
- Assist with events including refreshment breaks, drinks receptions and al fresco dining throughout the college and its environs
- Clean and polish silver, glass, and specialist service items
- Receive deliveries, checking for accuracy and quality and ensuring correct storage
- Despatch and record wine issues to Hall and Bar as required
- Select and prepare SCR wines in advance of service
- Implement the cleaning programme for both SCR and Arco food and beverage service areas and equipment

Continued/...

### Bar

- Open and close bar at agreed times
- Check fridges and back bar and bottle up as required before the bar opens
- Cash up tills
- Prepare daily takings reconciliation as directed by the Steward
- Prepare staff rotas with the Steward
- Ensure bar staff report for duty on time and complete signing-in sheet
- Supervise casual bar staff throughout the shift
- Perform weekly pipe cleaning
- Maintain good stock control practice
- Maintain good order in cellar and stock room
- Ensure area behind bar is clean and prepared for service and left clean and tidy at the end of each shift
- Develop and adhere to cleaning schedules
- Receive deliveries as necessary

### Café & HB Allen Café

- Ensure Café Keble is open on time and fully stocked
- Organise Café Keble lunch and tea breaks
- Ensure Café Keble is closed down and properly cleaned
- Order Café Keble stock as required, in the absence of the Food & Beverage Manager

As a term of your employment, you may be required to undertake such other duties and/or hours of work as may reasonably be required of you.

**December 2025**