Food & Beverage Supervisor / Assistant Steward

40 hours per week
£23,142 + BONUS

We are looking for catering supervisors (known also as Assistant Stewards in Colleges) who are passionate about providing excellent customer service.

If you are already working in a supervisory role and are looking to progress to a larger operation, this position could suit you. Your experience may have been gained from a commercial fine dining restaurant/hotel food service (4* establishment) and ideally with banqueting (up to 200 covers).

The successful candidate will have at least 6 months’ supervisory experience preferably gained in the food & beverage/hospitality sector, good people skills as well as spoken English to conversational standard as well as the ability to organise others and have an approachable and outgoing personality.

This permanent role is required to work in all of our F&B areas, e.g. café, bar, hall and SCR, Allen Centre (5 mins away). Familiarity with handling customers is required ideally accompanied by having Level 2 Food Hygiene qualification. Also of benefit is having Bar experience (including opening, closing and cashing up).

The shift hours for this role are 8 hours worked over an ‘any 5 days from 7’ roster so some weekend working will be required.

Among the benefits of working for one of the most prestigious and commercially successful Oxford Colleges, we offer a competitive salary, bonus, 38 days holiday (includes bank holidays), membership of University pension scheme, discount bus ticket scheme, free uniform and free meals whilst on duty.

Before applying, you are advised to view the full job description (below).

To apply, please send your CV (maximum of 3 pages) with covering letter/email explaining how your experience matches that which we are seeking, to marie.ruffle@keble.ox.ac.uk

Closing date: midnight on Sunday 13th October 2019

The College is an equal opportunities employer.
JOB DESCRIPTION

Job Title: Food & Beverage Supervisor / Assistant Steward

Responsible to: Food & Beverage Manager

Overall Objective

To assist the Food & Beverage Manager in the organisation and supervision of catering services, providing the highest levels of service in the Dining Hall, Senior Common Room, Bar and Café 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 each meal period 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, HB Allen café and Arco food and beverage service areas and equipment

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

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Café

- Ensure Café Keble is open on time and fully stocked
- Organise Café Keble lunch & 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.

Job description approved by: Domestic Bursar  Date: 2013