



JOB DESCRIPTION

Job Title:	Buttery and Bar Supervisor
Responsible To:	Responsible to the Head Butler on overall organisation and supervision of the Buttery team on a day-to-day basis.
Place of Work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary Range:	Grade 3, point 30 on the University's single pay spine
Hours:	Permanent, full-time post working 36.5 hours per week, rota, comprising early and late shifts; some weekend work is necessary
Holidays:	33 days annual leave (including public holidays)
Pension Scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

Job Summary

To supervise College's buttery and bar facilities in providing a professional food and beverage service.

Key Responsibilities

- Day to day supervision of the College's buttery and bar facilities including overseeing the bar takings and weekly rotas.
- Effective and efficient ordering and managing of stock.
- Planning and overseeing staff working in the buttery and bar, including casuals.
- Assist in the recruitment and training of staff and maintaining high standards of customer service.
- Cellar management including beer line cleaning.
- Adhering to the Colleges licence when selling alcohol.
- To follow high levels of food hygiene and safety in the Bar and ensure to follow all HACCP policies.
- Assisting in the delivery of an excellent all-round food and beverage service for College functions, normal service in and out of term and as required.

- Acting at all times in a courteous and professional manner and contributing to the overall effectiveness and efficiency of the front of house service.
- Overseeing or undertaking daily housekeeping duties in areas of operation.
- Assisting with room preparation for functions, events and normal service delivery.
- Being aware of and adhering to College security measures and reporting any issues to the Head Porter or Head Butler (Front of House Manager).
- Reporting any maintenance issues on the online reporting system.
- Maintaining an appropriate standard of appearance and dress which meets the requirements as set out in the staff handbook.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

General Responsibilities

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent including passes at English and Maths. 	<ul style="list-style-type: none"> • Qualification in Catering/hospitality • First aid qualification
Experience	<ul style="list-style-type: none"> • Working in a similar customer facing role. • Dealing with ordering stock • Dealing with tills and bar takings. 	<ul style="list-style-type: none"> • Working in a campus or similar education environment

Skills/knowledge and training	<ul style="list-style-type: none"> • Knowledge of food hygiene and safety . • Good team leading skills. • Good communication skills. 	
Personal attributes	<ul style="list-style-type: none"> • Smart appearance • Honest and reliable • Polite and friendly • Flexible approach and open to positive change 	