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| **Job Title** | *Catering Supervisor* |
| **Reports to** | *Duty Manager* |

**Job Purpose**

Proactively support the management team at the College’s central dining facility (Bekynton) to ensure an excellent dining service is delivered to all patrons of the facility. The post holder is also responsible for ensuring high customer standards across the front of house team.

**Key Tasks and Responsibilities**

* To ensure we achieve a high level of standards in all areas of work;
* Report for allocated duties in accordance to staffing schedules and timings;
* Ensure uniform and appearance of yourself and your team meet company specifications at all times;
* To adhere to all current Health and Safety and hygienic regulations, promoting a safe and hygienic environment;
* To organise your team along with the Duty Manager to ensure all tasks are completed to specification and within set targets providing support and assistance where required;
* To ensure all cleaning of equipment, walls (up to 6ft), fixtures and fittings, crockery, glassware and cutlery etc is to client and company specification ensuring cleaning schedules are completed as and when required;
* To comply with COSHH regulations using chemicals safely and effectively;
* To ensure the preparation and servicing of the dining areas and server are to pre-defined standards;
* To ensure that best practices are adopted with regards to rotation and preparation of perishable food items;
* To develop effective partnership with duty managers and colleagues including daily communications and to provide reciprocal support during colleague’s days off;
* Promote a good company image to customers and guests by using positive customer service practices and to promote a friendly working relationship with colleagues;
* To be responsible for developing and motivating your team to ensure unit standards are maintained;
* To receive any training as and when required in order to maintain and develop standards;
* To attend to any reasonable request by management;
* Where required, undertake regulated activity, such as unsupervised contact with children, ensuring that safeguarding procedures are followed and providing safe and effective care at all times;
* Good understanding and effective implementation of Child Protection procedures;
* Commitment and promotion of equality, diversity & inclusion;
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Occasional Duties**

* To assist as required at special functions, some of which may occur outside normal working hours;
* To assist with the setup, service, clearing and cleaning of function catering as requested;
* To support the duty manager by supervising front of House areas as allocated in their absence;
* To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible;
* To support the duty manager to evacuate the unit, in accordance to fire regulations and procedures;
* To attend meetings and courses and training days as required. Covering from during holidays, sickness and any other absences;
* To undertake occasional duties outside the normal routine but within the scope of the position and the department’s activities;
* Summer Letting Period: Staff will be required to work for the whole of the summer programme.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Previous supervisory experience within a hospitality or similar environment;
* Customer service experience;
* Ability to lead and motivate a team;
* A relevant catering qualification would be desirable (NVQ Level 2);
* Good communication skills – will need to be able to communicate with customers, clients and staff;
* Some understanding of Health and Safety Regulations;
* Ability to work under pressure and to deadlines;
* Able to use own initiative;
* Ability to work effectively as part of a team;
* Flexible approach to role.

**Working Pattern**

* You will be required to work 3 straight shifts and 2 split shifts per week.
* Your working hours will be 42.5 hours per week.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as ‘regulated activity’, whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.  All offers of employment are subject to a number of recruitment checks, including by not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.