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 JOB DESCRIPTION

**JOB TITLE:**

Dining Hall Supervisor.

Full time, permanent.

**RESPONSIBLE TO:**

Head of Hospitality Services.

**QUALIFICATIONS:**

Basic Food Hygiene Certificate. Food Allergen Awareness Certificate.

**WORKING HOURS PER WEEK:**

37.5 hours (for 5 out of 7 days per week, including weekends and evenings) according to weekly rota. (Two days off are given per week).

**OUTLINE OF RESPONSIBILITIES:**

* Working in any area of the Catering Department to assist with the smooth and efficient delivery of student meal services, Formal Hall Dinners and other College and external events. Dining Hall Supervisor duties will include, supervising the Hall / Waiting staff and Dining Hall Kitchen Porters on a day-to-day basis.
* The position would suit someone who is highly motivated and has a flair for customer service. A professional attitude, helpful manner and excellent communication skills are essential to this role. You should be a team player with excellent customer service skills, have experience in food service, with good personal presentation and maintain high standards of dress codes and discipline for all staff.
* To oversee the preparation and set up for events in College, with a keen eye for detail and presentation.
* To maintain high professional standards of hygiene and cleanliness by overseeing the completion of all cleaning schedules by staff and to comply with the College Health and Safety policy.
* Maintain standards and discipline in the Dining Hall during term time, under the direction of the Catering Manager, and to ensure the smooth running of all events and dinners that take place.
* To operate and maintain the computerised meal sign-up system for Fellows, Graduates and Under Graduates who are taking meals during term time and to be fully aware of the special dietary requirements detailed in the meal reports.
* To help maintain the computerised wine stock system and to take on part responsibility for Cellar management and storage of College wines.
* Provide a high standard of service to all College events as directed by the Catering Manager. Duties to include organising the set-up of Student Meals, Functions and Banquets in various areas of the College.
* On late functions, e.g. Student Dinners, Banquets and Conference Events, be responsible for the security and securing of all catering areas.
* Be responsible for additional daily tasks, as detailed by the Catering Manager.
* Further training, where required, will be provided by Trinity College.