TRINITY COLLEGE

JOB DESCRIPTION

JOB TITLE:
Dining Hall Supervisor.
Full time, permanent.

RESPONSIBLE TO:
SCR / Dining Hall Steward and Assistant Dining Hall Steward.

QUALIFICATIONS:

HOURS PER WEEK:
Variable (including weekends and evenings), according to shift rota. (Two days off are given per week).

OUTLINE OF RESPONSIBILITIES:
- Working in any area of the Catering Department to meet the needs of the College, Dining Hall Supervisor duties will include, supervising the Hall / Waiting staff and Dining Hall Kitchen Porters on a day to day basis, for Student meals, Banquets, Conferences and Functions.
- To be a team player with experience in food service, good personal presentation and to maintain high standards of dress codes and discipline and to always act with tact and diplomacy.
- 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 completion of all cleaning schedules by staff and to comply with the College Health and Safety policy.
- Maintain tradition and discipline in the Dining Hall during term time under the direction of the SCR/Dining Hall Steward, the College Dean and the on-site Junior Deans.
- 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 SCR/Dining Hall Steward. 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.
- To continue and maintain the high level of food and wine service to High Table and to understand the special diets of each individual dining.
- Be responsible for additional daily tasks, as detailed by the SCR/Hall Steward or the Assistant SCR/Hall Steward.
- Undertake further training as required by Trinity College.