



# KING'S COLLEGE

CAMBRIDGE

## **Food Services Supervisor**

Candidate Information Pack

April 2025

## About Us

King's is a constituent College of the University of Cambridge. Founded in 1441 by Henry VI as a place of education, religion, learning and research, the College comprises around 130 Fellows, 650 undergraduate and postgraduate students and 275 non-academic staff.

The College is internationally recognised as a leading academic institution, boasting among its former students and Fellows, no fewer than eight Nobel laureates, including Patrick Blackett, Frederick Sanger, Sydney Brenner, Philip Noel-Baker and Oliver Hart, as well as influential figures such as Alan Turing, E.M. Forster, John Maynard Keynes and Bernard Williams. Among its most prominent living members are the novelists Zadie Smith and Salman Rushdie, astronomer Martin Rees, sociologist Anthony Giddens, anthropologist Caroline Humphrey, former chair of the Bank of England Mervyn King, philanthropist David Sainsbury, molecular biologist Lesley Anne Glover, entrepreneur and computer scientist Hermann Hauser, composers Judith Weir (Master of the King's Music) and Errollyn Wallen, the first black woman to have a composition performed at The Proms.

The undergraduate and postgraduate community is vibrant and diverse, priding itself on a friendly and inclusive atmosphere combining academic commitment with political engagement and a lively social and artistic scene. King's has long been leading the way in undergraduate recruitment from the state sector. The College works very hard to attract the best applicants, regardless of background, and to encourage academically outstanding students from underrepresented communities to study at Cambridge. In 2018 it launched a transformational Student Access and Support Initiative designed to improve equality of access and opportunity, and to help combat entrenched social and economic disadvantage.



## The Role

We are seeking an individual who will work as part of the Food Services team and wider Catering team, to assist in the day to day running of all Front of House operations. This includes the Servery, Fellow's Pantry, High Table and external partner events.

## Key Responsibilities

- To oversee and ensure that all Food Services staff provide the highest possible standard of delivery and service.
- To supervise the cafeteria breakfast, lunch and dinner service to the correct standard, liaising with the Senior Chef for service issues.
- To ensure the security of all areas of the department when on duty, ensuring Hall and Saltmarsh Rooms are locked prior to end of shift.
- To be trained in the 14 Allergens to ensure that the College is promoting a safe food environment for the management of the 14 Allergens in line with King's Allergen Policy
- Ensure snacks and drinks supplies for the servery area are maintained to optimum level, ensuring stock is secured prior to leaving shift.
- To ensure that you lead by example in all areas of Health and Safety/Food hygiene and College Policies are adhered to whilst you are on duty. Report any concerns to your Line Manager.
- To ensure and maintain good customer relations with both college community and external guests.
- Promote staff morale within the supervised areas and follow the departments Visions and Values.
- Review work practises and operational procedures to continually encourage the development of the team.
- Report to your Line Manager any discrepancies or issues that could affect the smooth running of the department.
- Undertake stock takes and audits/ deliver Bite size training as required by Line Manager
- To be trained in the use of EPOS, with the ability to train Buttery staff on EPOS, and ensure its effective and efficient usage within the Buttery. Report any discrepancies in cashiering to your Line Manager.
- To take full responsibility for all aspects of the event that has been assigned to you by the Deputy Manager. This includes acting as Duty Manager in the event of an emergency, fire evacuation etc.
- To ensure designated staff for supervision are briefed and aware of all duties to be performed by them and the team.
- To ensure effective and efficient communication of dining changes or dietary requests to relevant manager or Senior Chef.
- Undertake any other reasonable request or duties commensurate with the post
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To adopt a responsible attitude towards health and safety to comply with any procedures as required by the College to ensure the health and safety of the College community.



## The Person

Ideal candidates will demonstrate:

### Knowledge & experience

- Previous experience of working in a busy food service delivery environment.
- Previous experience of cash handling and till reconciliation is desirable.
- NVQ Level 2 in Catering & Hospitality (Food & Drink Service) Desirable
- Food Hygiene Certificate: Basic level
- Knowledge of food presentation

### Personal skills & abilities

- Honest, reliable and hard working with the ability to work under pressure.
- Accuracy and attention to detail.
- Friendly with ability to motivate staff and work in harmony with colleagues.
- Possess effective interpersonal skills in order to liaise with a variety of stakeholders.
- Flexible in attitude.
- Positive approach to work.
- Clean, tidy, and presentable in appearance.
- Discretion and a level of confidentiality is required when dealing with commercial clients/guests.



## Remuneration and Benefits

### Remuneration

The post is offered at a salary of £30,620 per annum, inclusive of bonus. The post holder will join the College's auto-enrolment pension scheme with generous additional contribution options on completion of probationary period.

### Hours of Work

The post is full time, an average of 37.5 hours per week to be worked on a rota including evenings and weekends.

### Benefits

The College offers full-time members of staff 32 days holiday per year, including Bank Holidays (increase pending). All staff working over a mealtime are eligible to take a free lunch or dinner in the servery.

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months' service. This is in addition to the Flexible Working Policy. More details on all of these are available in the Staff Handbook. Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers.

### Probationary Period/Notice

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

## How to Apply

Please download the application form from <https://www.kings.cam.ac.uk/about/work-at-kings> and send your completed form by email to [jobs@kings.cam.ac.uk](mailto:jobs@kings.cam.ac.uk)

The College postal address is: Human Resources, King's College, King's Parade, Cambridge CB2 1ST

If you are interested in this opportunity, we encourage you to submit your application **as early as possible**. Please note that we will be assessing applications, shortlisting and offering interviews as the applications are received. The job will close once a candidate has been appointed.



