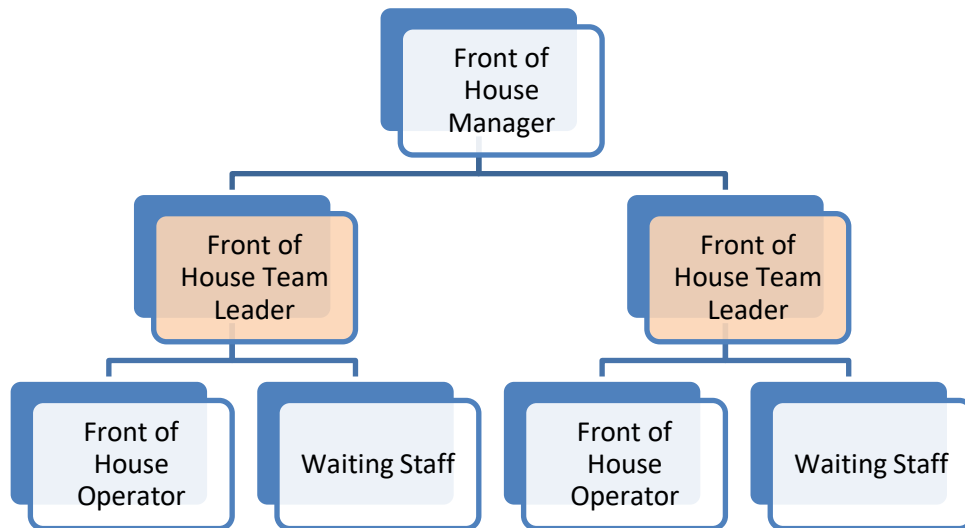


GIRTON COLLEGE JOB DESCRIPTION

POSITION: Front of House Team Leader

RESPONSIBLE TO: Front of House Manager

SALARY: Girton Single Spine 23-28



MAIN JOB OBJECTIVES: To assist the Front of House Manager in the efficient and smooth running of the Front of House, including catering services to all required areas of the College and other College sites.

RESPONSIBILITIES:

Staff

1. Ensure that service is in line with or exceeds agreed standards for your department.
2. Under the direction of the Front of House Manager, ensure catering regulations for uniform codes are maintained.
3. Maintain full time staff and casual worker rotas.
4. Book casual and agency workers when required. Maintain all records and provide to Catering office.
5. Assist in maintaining discipline, excellent presentation, and a high standard of behaviour always.
6. Deputise for the Front of House Manager as necessary in attending diary meetings and organising team briefings.
7. Work closely with the Head Chef and his team, to ensuring that menus are understood, and allergens are displayed, special diets are served appropriately.
8. Check function data on the conference management software system and advise the catering and conference office of amendments required.

Services

9. Working closely with the Front of House team to ensure Fellow's meal service and daily coffee and tea service is maintained to the highest standard.
10. Ensure that the cafeteria is thoroughly cleaned and ready for the appropriate service times. Food to be correctly stored and displayed at all times. Daily menus are displayed.
11. Working closely with the Social Hub team, to ensure an excellent service is always provided. Helping with staffing levels as needed.
12. To take on the running of smaller events, in accordance with the function plan and liaising with the organisers. To ensure the event runs smoothly and efficiently.
13. Preparation of appropriate services required for all functions held at the College eg College functions, weddings, conferences and private dinner parties.
14. Maintain records of function details and pass for billing.

Stock

15. Order and return lining, manage linen stocks and requirements.
16. Ordering flowers as needed for functions.
17. Ordering all dry goods required for the Front of House service.
18. Assist the Front of House Manager with ordering alcoholic drinks and wines.
19. Organising wines and drinks for all events, keeping records of usage.

Health & Safety

21. Helping to ensure that health and safety and food hygiene guidelines are adhered to.
22. Cleaning schedules to be always followed with accurate records being kept.
23. Assist in the supervision of the deep cleaning of Front of House at the end of each term.
24. Participate in training designed to minimize occupational risks. This may include manual handling training and other training.

General

25. To work in accordance with the Catering department's rota of duties.
26. Become familiar with, and work in accordance with, all College's policies and procedures.
27. To undertake any other duties as instructed by the.
28. During busy periods (eg College Functions and conferences), you may be asked to alter your shifts or to assist at other College sites. As much notice as possible will be provided to you on such occasions.

This job description may subject to change, following consultation with the post holder.

**GIRTON COLLEGE
PERSONAL SPECIFICATION
FRONT OF HOUSE TEAM LEADER**

Knowledge and Experience	
Previous experience of a catering or conference function.	Essential
Knowledge or ability to learn and apply Food Hygiene guidelines and good understanding of Allergens	Essential
Previous expertise of working in a deputy role.	Desirable
Qualifications	
Bar Personal License	Desirable – or willing to do training
Skills and Abilities	
Ability to deputise for the Front of House Manager	Essential
Good interpersonal skills	Essential
Ability to work with minimal supervision	Essential
Ability to cope with a varied and demanding workload	Essential
Ability to motivate others	Essential
Attention to detail	Essential
Other aptitudes	
Reliable and trustworthy	Essential
Customer/standards focused	Essential
Willingness to work in accordance with a rota and to offer flexibility in hours of work on occasions.	Essential

Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

June 2021