



Didcot Railway Centre

Application Pack: Part-time Catering Supervisor

February 2020

Hours: Approximately 18 hours per week – flexible

Location: Didcot, Oxfordshire

This application pack contains the following Information:

1. Job description
2. About Didcot Railway Centre and the Great Western Society
3. How to apply

1. Job Description

An exciting opportunity to join the energetic and committed team at Didcot Railway Centre, supporting the Catering Manager in running catering outlets on site, preparing dishes and supervising the small Catering Team on a day-to-day basis.

As a Catering Supervisor, you will ensure visitors are served in a warm and friendly manner and high standards of customer service are maintained in the Refreshment Rooms and other catering areas; always follow best practice for food hygiene and keep catering areas scrupulously clean and tidy.

Main Duties and Responsibilities:

- Wear agreed uniform and name badge
- Maintain excellent standards of hygiene for food handling
- Keep kitchen, servery and dining areas immaculately clean, cleaning as necessary to maintain standards during a shift
- Carry out duties of Catering Assistant as required
- Bake, cook and otherwise prepare dishes to serve to customers to ensure menu/products agreed with Catering Manager are available
- Follow agreed food handling and cleaning practices to ensure highest levels of food hygiene
- Assist Catering Manager with ordering and stock control
- Act as Duty Supervisor when required undertaking any or all of the following:
 - Open/closing catering outlets
 - Putting float in till and/or cashing up
 - Admin and record keeping as required by Catering Manager and Accounts Dept
 - Brief staff about activities, special arrangements, prices and other information for each shift
 - Supervise Catering Assistants in the following, undertaking some/all of the tasks as required

- Preparing refreshments
- Serving food and drinks at counter
- Keeping displays topped up and ensure products are presented attractively
- Operating till
- Laying up, clearing and cleaning tables
- Washing up
- Sweeping and mopping public and staff dining areas inside and sweeping outside of Refreshment Rooms
- Occasionally, serve food in other areas, including necessary preparation and clearing-up
- Direct visitors and answer their questions to help them understand catering menu and other activities available on the day of their visit
- Report any serious issues immediately to management.
- Answer visitors' and staff questions as fully as you can. Please refer any questions that you are unsure of to the Catering Manager
- Provide feedback from visitors and staff to Railway Centre management
- Be responsible for your own Health and Safety and follow DRC's H&S policy and practices – report any H&S concerns to Duty Supervisor or Catering Manager
- Undertake training as required/agreed by management
- Carry out any other duties that may be reasonably requested by Duty Catering Supervisor, Catering Manager, Marketing & Events Manager and CEO

You will report to the Catering Manager and be supported by them, a small dedicated team of paid staff and a group of enthusiastic volunteers.

Didcot Railway Centre is open every weekend and daily from April to September so weekend and Bank Holiday working will be required as well as during the week.

Required Skills

- Excellent catering skills with an eye for detail
- Friendly disposition willing to visitors, volunteers and staff alike
- Ability to manage own workload
- Pro-active 'can do' attitude
- Reliable and well organised
- Excellent communication skills
- Enthusiastic and hard-working

Safeguarding

Didcot Railway Centre is committed to safeguarding and promoting the welfare of all visitors, volunteers and staff. All staff are expected to share the same level of commitment and a DBS check may be required for successful applicants.

2. About Didcot Railway Centre and the Great Western Society

Didcot Railway Centre was established in 1961 to preserve the history of the Great Western Railway. Now a living museum occupying a 21-acre site in the heart of the Victorian railway town of Didcot in South Oxfordshire, the centre welcomes c.50,000 visitors per year ranging from historians and heritage rail enthusiasts to families and school groups. Housing the largest collection of Great Western Railway engines, Didcot Railway Centre is also home to the coal stage and engine shed (both Grade II listed). Ambitious plans for redevelopment of the site will see these buildings restored alongside new buildings to ensure all visitors benefit from the best onsite experience possible.

3. How to apply

To apply please send a copy of your CV and a covering letter detailing your experience and explaining how you meet the person specification to info@didcotrailwaycentre.org.uk. The deadline for applications is Friday 28 February with interviews scheduled to take place week commencing 2 March.

Please make your subject line 'Application: Catering Supervisor' and include details of two referees, your current salary and information regarding your availability. Please also state whether there are any restrictions on your right to work in the UK.

The Equal Opportunities Monitoring Form should also be completed and included with your application, however this will not form any part of the interview decision-making process.