#

### Role Description

##### Business Area

Centre for Creative Service Industries

##### Job Title

Catering Technician

##### Salary Scale

£17,063.95 - £20,880.74 pro rata per annum (40 weeks worked TTO)

##### Location

Hopwood Hall College

##### Accountable to

Centre Director for Life Sciences and Catering

##### Hours of Duty

28

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

### To provide co-ordination and guidance within the education areas and catering outlets, whist undertaking supervisory duties ensuring an excellent service is provided to all customers.

### Duties

1. To supervise support staff to ensure the smooth and efficient running of commercial and educational areas and undertake an active role when required.
2. To ensure excellent customer service is provided and delivered in all aspects of the departments commercial and educational areas
3. To supervise and undertake as required the service and to be proactive in response to peeks in customer demands
4. To devise and monitor staff rotas/work schedules, and reschedule / relocate staff as required by the business. To take a hands on approach as required to ensure excellent customer service is delivered to all stakeholders
5. Assist in identification of staff development needs arising out of curriculum changes
6. To follow correct procedure in compliance with company policy whilst cash handling.
7. to record and report on all class costs , and liaise with line managers if high cost values are requested to seek approval
8. To oversee and ensure compliance in maintaining a safe secure hygienic environment to comply with legislation. Undertake and review risk assessments and ensure all working practices are compliant with legislation eg COSHH, Safer food better business, and report on servicing and malfunction of electrical equipment/Building maintenance issues and keep documentary evidence.
9. To be proactive oversee and undertake Food storage, Stock rotating and Stock taking to comply with legislation. To safely collect & deliver food produce from classes etc to the correct areas.
10. To co-ordinate and deliver where appropriate staff training & development inc staff induction and liaise with line manager report month end stock takes in accordance with college policies and procedures
11. To report month end stock takes in accordance with college policies and procedures
12. To construct and deconstruct food trolleys and equipment required for educational classes
13. To support tutors and assist with supervising and coaching students undertaking work experience within the catering outlets experience
14. To ensure accurate portion control, quality & counter service is standardised and delivered at all times
15. To supervise and undertake where necessary regular cleaning of all equipment and work areas within the catering outlets
16. To facilitate the hospitality requirements and events and engage with extra college activities as required
17. To effectively and efficiently use all equipment and products to minimise waste in order to create an efficient working environment
18. To ensure continuous development and improvement of skills and professional knowledge
19. To oversee and undertake vending duties as required
20. To build and maintain effective team working relationships
21. To promote greener working practices to support college recycling policies
22. To coordinate and liaise with Bistro staff to plan menus inc marketing and merchandising new and existing products. T To undertake such other duties and responsibility of an equivalent nature as may be determined from time to time by your line manager (or nominated representative).
23. To ensure standard pricing & portion control are maintained across both campuses

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

### This role description will be reviewed and amended on an on-going basis in line with organisational requirements dependant on the needs of the service

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

Level 2 Catering Qualification

Food Hygiene

**How Identified:** Application/Interview

##### Desirable Criteria

Assessor Award

Health & Safety Qualification

**How Identified:** Application/Interview

#### Experience

##### Essential Criteria

Implementing best practice

Supporting high quality learning experiences to students

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

To include the specialist knowledge required for the relevant curriculum area

**How Identified**: Application/Interview

#### IT Skills

##### Essential Criteria

Intermediate knowledge of Microsoft Applications and willing to undertake training relevant to role

**How Identified**: Application/Interview

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

|  |
| --- |
| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Less Relevant** |

|  |
| --- |
| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

|  |
| --- |
| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Desirable** |
| 3.3 Presenting and communicating  | **Desirable** |

|  |
| --- |
| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Desirable** |

|  |
| --- |
| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Essential** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

|  |
| --- |
| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Desirable** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

|  |
| --- |
| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

|  |
| --- |
| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Desirable** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.