



JOB DESCRIPTION

JOB TITLE:	Sessional Catering and Hospitality Technician - Kitchen Porter
HOURLY RATE:	£11.89
STATUS:	Sessional
HOURS:	Variable hours – to be discussed
REPORTS TO:	Senior Lecturer
DEPARTMENT:	Hospitality
CAMPUS:	Langley
JOB PURPOSE:	The overall responsibility of this post is to provide a technician service to the Catering & Hospitality area. The principal responsibility is to provide the day to day support to enable the smooth running of practical sessions & to maintain a safe & hygienic working environment.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

The main duties and responsibilities of the post include the following:-

1. To work as part of the Catering & Hospitality team, assisting the teaching staff when required.
2. Support teachers in the setting up & clearing down of practical lessons
3. Responsible for maintaining a safe & hygienic working environment in Food related rooms
4. To attend and participate in staff meetings when required.
5. To ensure reception, restaurant, bar, training and production kitchens, hospitality suite and teaching rooms are kept clean, tidy and available for use.
6. Clean & maintain **all** utensils & equipment, including fryers, Stoves, Ovens fridges, coldrooms, floors walls etc
7. Record and log refrigeration temperatures.
8. To ensure clean laundry is available in the restaurant and hospitality suites by overseeing the laundry contract, & carry out washing of items when required.
9. To be responsible for organising the maintenance & repair for any equipment.
10. To be responsible for accurate inventory checks for departmental equipment
11. Ordering of equipment & supplies within budgets, check and stored correctly.
12. To ensure that supplies of fresh foods are ordered, checked and stored correctly in accordance with Environmental Health Regulations.
13. To ensure supplies of alcohol and beverages are ordered, checked and stored securely
14. To ensure food hygiene policies and procedures are observed at all times.

15. To report any damages to your line manager in line with Health & Safety policy and procedures
16. To manage and have responsibility for stock control/stock ordering.
17. To assist in the maintenance of records and inventories as directed by your line manager
18. To assist in making preparations for examinations, displays, menus, demonstrations, competitions, promotional events, open days and charity days as required by the school.
19. To be familiar & comply with current Health and Safety regulations and assist with the production of any necessary documentation.
20. Take responsibility for their own professional and personal development, participating in the college's appraisal scheme and updating own skills/knowledge as necessitated by the role.
21. Any other duties commensurate with the grading of this post as may be required from time to time.

NOTE

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular
- The principles and procedures set out in the College's Safeguarding & Vulnerable Adults Policy.
- The principles and procedures set out in the Data Protection Policy

January 2018

PERSON SPECIFICATION

Sessional Catering and Hospitality Technician - Kitchen Porter in Hospitality

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Educated to a minimum Level 2 (GCSE A*-C) qualification in English or equivalent or willing to work towards within 2 years (please state this in your application)		✓	AF
Educated to a minimum Level 2 (GCSE A*-C) qualification in Maths or equivalent or willing to work towards within 2 years (please state this in your application)		✓	AF
A First Aid qualification or willing to work towards (please state this in your application)	✓		AF
EXPERIENCE			
Experience & knowledge of working in a food handling environment	✓		AF/IV
Proven skills & knowledge of Food & Cookery		✓	IV
A current Food Safety & Hygiene Certificate		✓	AF
Experience of working in catering industry, ordering goods and stock control	✓		AF
Experience of supporting course delivery in an education environment		✓	IV
SKILLS / KNOWLEDGE / ABILITIES			
Proven ability to demonstrate good organisational skills, time management and be able to work towards deadlines	✓		IV
Proven ability to work effectively as a team member.	✓		IV
Proven ability to work with minimum supervision and to prioritise own workload.	✓		IV
Demonstrable oral and written communication skills	✓		IV
Demonstrable IT skills including Microsoft Word, Excel, Outlook, Internet and ability to work with complex databases.		✓	AF
Awareness of Health & safety (including COSHH)		✓	IV

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation