
TITLE: New City Eats Administrator

GRADE: Scale 5

RESPONSIBLE TO: Manager Commercial Catering

PURPOSE OF JOB:

- To co-ordinate and carry out all administrative tasks related to catering, HR catering, training and finance.
- To ensure the efficient operation of catering services, supporting the catering team and maintaining high standards of service and compliance.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's health and safety policies and practices.
- 1.5 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.
- 1.6 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other support staff:

- 2.1 To participate in college-wide projects and tasks.

- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This will require working in other locations/sites of the College.

3. Particular to the Post:

Catering

- 3.1 Assist in planning, coordinating, and overseeing all catering and hospitality operations to ensure high-quality service and student satisfaction.
- 3.2 Support the development and management of catering menus in collaboration with the culinary team.
- 3.3 Maintain inventory and ensure the timely procurement of catering supplies.
- 3.4 Monitor and issue where advised the relevant training courses to catering staff and ensure compliance with health and safety regulations.
- 3.5 Coordinate with external vendors and suppliers to ensure timely delivery of high-quality products and services.
- 3.6 Assist in organising and managing special events, including setup, execution, and breakdown.
- 3.7 Implement and maintain quality control procedures to ensure consistency and excellence in food and service.

HR Admin

- 3.8 Provide general administrative support to the catering department.
- 3.9 Assist in maintaining accurate records and documentation for catering operations.
- 3.10 Coordinate and schedule meetings, training sessions, and other events for the catering team.
- 3.11 Handle correspondence, filing, and other routine administrative tasks for the catering department.
- 3.12 Assist in the recruitment and onboarding process for new catering employees.
- 3.13 Manage staff schedules and ensure adequate coverage for all catering events.

Finance

- 3.14 Assist in preparing and managing budgets for catering departments.
- 3.15 Monitor financial performance and provide regular reports to senior management.
- 3.16 Ensure accurate and timely processing of financial transactions related to catering operations, including invoicing, accounts payable, and accounts receivable.
- 3.17 Maintain financial records and provide support for financial audits.
- 3.18 Analyse cost-effectiveness of catering operations and suggest improvements to optimise financial performance.
- 3.19 Assist in the preparation of financial forecasts and projections for the catering department.
- 3.20 Ensure compliance with financial policies and procedures, and assist in the development of new financial protocols as needed.

4. Person Specification:

- 4.1 Good IT skills and familiarisation with the MS Office Suite of packages;
- 4.2 Experience of working in catering, knowledge on HR and Finance
- 4.3 Evidence of the ability to organise, prioritise and schedule work to meet tight deadlines;
- 4.4 The ability to input high volumes of data ensuring accuracy and consistency at all times;
- 4.5 The ability to work confidentially in an administrative role;
- 4.6 Excellent verbal and written communication skills and evidence of the ability to communicate with a variety of clients including staff, managers, external agencies and members of the public;
- 4.7 Demonstrated ability to work well as part of a team, on own initiative and with a minimum supervision;
- 4.8 An understanding of, and commitment to, Equality and Diversity policies and practical ideas for their implementation in this post
- 4.9 An understanding of Safeguarding and practical ideas for its implementation in this post.

Additional Information:

Hours of work: 35 hours per week - all year round. Routine fixed daily start and finish times between 08:30 and 21:00 by agreement.

Under exceptional circumstances, e.g., alterations in the College's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.