



## **Job Description**

### **Technician – Hospitality**

Title of Post:	Technician – Hospitality
School:	Business and Service Industries
Grade:	Scale 4
Hours:	20 hours per week, term time based (52 weeks per year)
Location:	Richmond Campus

#### **MAIN SCOPE OF POST**

To provide comprehensive day to day support to the catering team and to supervise and assist students in the catering kitchen.

#### **DUTIES:**

- 1.1 To supervise students in the catering kitchen, working towards working towards L1, L2 and L3 qualifications as well as Apprenticeship qualifications
- 1.2 To supervise and assist the team of students working in the kitchen during the lunch time sessions when the Restaurant is open 4 days a week.
- 1.3 To prepare ingredients for skill builds for student training purposes.
- 1.4 To supervise the students to keep an up-to-date inventory list of equipment in the kitchen on a termly basis.
- 1.5 To supervise the students in the storage of provisions in date order.
- 1.6 To set up and maintain student record files and to check and maintain student uniform orders.
- 1.7 To supervise the students in the Laundry of kitchen towels etc, ironing of napkins and tablecloths.
- 1.8 To assist students with planning for “Theme Days”.

- 1.9 To organise with the colleges facilities Team service/maintenance of equipment and deep cleaning and repairs outside of teaching weeks.
- 1.10 To update and maintain display boards promoting students work/upcoming events.
- 1.11 Promote and plan external events to external companies to raise the commercial income for the restaurant.
- 1.12 Daily ordering with suppliers, phoning in orders, checking orders in and keeping stock rotated and up to date with regular stock takes.

## **2.0 Supporting Teaching Staff**

- 2.1 To assist teachers / lecturers during demonstrations, practical work and simulations.
- 2.2 To assist teaching staff when necessary, with preparation of food for the restaurant and functions.
- 2.3 To assist in any clearing up during and after classes and functions, in the kitchen.
- 2.4 To launder linen from the kitchen and restaurant.
- 2.5 To assist the chef manager with arrangements for any outside visits for students, including the relevant paperwork.
- 2.6 To write letters to students and suppliers at the request of the chef manager and lecturer, as and when necessary.

## **3.0 Food Hygiene**

- 3.1 To supervise the cleaning of the kitchen by the students.
- 3.2 To ensure that the appropriate levels of food hygiene and health and safety are maintained at all times in the catering kitchen.
- 3.3 To comply with all relevant Health & Safety and Food Hygiene Regulations and assist the College in the implementation of the Health and Safety Policies.

## **4.0 General Duties**

- 4.1 To ensure the safe and secure storage of stock.
- 4.2 To monitor equipment and report any faults to the appropriate section.
- 4.3 To regularly update knowledge of the catering industry.
- 4.4 To assist with the promotion of the College open days.

- 4.5 To assist with the promotion of the restaurant within the College.
- 4.6 To take an active part in the appraisal process.
- 4.7 To comply with and actively promote the College's Health and Safety, Equality & Diversity and Safeguarding Policies.
- 4.8 To participate in and contribute to the College's staff training policy and programme.

**GENERAL:**

- 1 To participate in enrolment duties and cover reception when necessary.
- 2. To take an active part in the appraisal and mentoring processes.
- 3. To comply with all relevant Health & Safety Regulations and assist the College in the implementation of its own Health & Safety Policy.
- 4. To comply with and actively promote the College's Equal Opportunities Policy.
- 5. To participate in and contribute to the College's in-service and training activities.
- 6. To carry out all other duties as may be reasonably required.

**Further Education is an every changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

## Hospitality Technician Person Specification

<b>Qualifications</b>	<i>Essential</i>	<i>Desirable</i>	<i>How assessed?*</i>
<ul style="list-style-type: none"> <li>• Good general level of Education (GCSE or equivalent)</li> </ul>	✓		Cert/AF
<ul style="list-style-type: none"> <li>• Qualification in Catering/Hospitality at Level 2</li> </ul>	✓		Cert/AF
<b>Knowledge, Skills and Experience</b>			
<ul style="list-style-type: none"> <li>• Experience of working in a professional kitchen environment</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Good communication skills, written and verbal</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Excellent organisational and time management skills</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Ability to maintain accurate records, both manual and on a database</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Ability to communicate and work effectively with learners aged 16-19</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Experience of working in education setting (e.g. school, college)</li> </ul>		✓	AF/IV
<ul style="list-style-type: none"> <li>• Strong organisational skills</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Experience of stock control and health and safety legislation and certification renewal</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> </ul>	✓		IV
<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Understanding of and commitment to, Equality and Diversity and Safeguarding</li> </ul>	✓		IV
<ul style="list-style-type: none"> <li>• Good IT skills</li> </ul>	✓		AF
<b>Other Attributes</b>			
<ul style="list-style-type: none"> <li>• Ability to work unsupervised and use own initiative</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Willingness to work flexibly</li> </ul>	✓		AF/IV
<ul style="list-style-type: none"> <li>• Enthusiasm and interest in working with students in the College</li> </ul>	✓		AF/IV

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

T = Test

Cert = Certificates checked on induction