



JOB DESCRIPTION

Post:	STEM & HEALTH CENTRE HOSPITALITY SUPERVISOR
Responsible to:	IOT Development Manager
Salary:	£21,050 – £21,916 pro rata (£14,431 - £15,025 per annum) Scale 3 point 18 – 20 30 hours per week, 8 am till 3.30 pm Term time, 38 weeks per year
Conditions of Service:	Truro and Penwith College Conditions of Service
Main Purpose of Job:	<p>To provide an efficient service in our Spires Coffee Bar at our STEM & Health Centre, Bodmin.</p> <p>To ensure compliance with all current legislation following HACCP/COSHH principles including temperature control systems.</p> <p>To maintain all Catering equipment and materials, support the learning process and assess students when required.</p> <p>To support the Catering Course Coordinator in cross college provision and training</p>



Specific Duties:



To act at all times in accordance with College policies eg Health and Safety.

To consistently monitor all aspects of Health and Safety: to include risk assessment, equipment fault recording and reporting, accident reporting, following HACCP and COSHH systems in place filling out daily records and cleaning schedules up to date and in place.

To work flexibly in the interests of the organisation as required.

To ensure the ordering of stock and fill out all documents as required for audit purposes.

Maintain clear and up to date data to support the audit of all risk assessment, hygiene and Health and Safety

To maintain catering equipment and materials.
To order stock for the bar and kitchen.

Preparation of meals, snacks and other dishes in the Coffee Bar at STEM and Health Skills Centre

To operate kitchen machinery such as mixers, toasters, dishwasher, etc as required.

To set up service counter, serve food according to type of service used and clearing of service area.

Setting up the coffee bar and clearing away as appropriate.

To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.

To clean floors, walls and equipment in the kitchen, including cooking equipment as required.

To use specialised cleaning equipment and cleaning products as determined by Commercial Service's cleaning policy and to maintain satisfactory standards of cleaning in the kitchen and restaurant.

To use the Barista machine to serve hot drinks.

To assist in the preparation and service of functions, both internal and external bookings.

To carry out in-depth cleaning of the kitchen and kitchen equipment on cleaning days using the specialised cleaning method and products developed for this task.



To assist the Hospitality team in any task associated with catering which is required and to develop, under instruction, skills in this area.

To undergo training on both formal courses and on-the-job.

Clean suitable clothing to be worn at all times.

To carry out such other duties as are required.

To maintain appropriate records and inventories for stock control purposes as directed by lecturing staff.

To support the teaching and training of students in the kitchen environment to ensure the safe and efficient working of all.

To KP when necessary.



General Requirements:

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with college procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of college equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION HOSPITALITY SUPERVISOR – STEM & HEALTH CENTRE

Ideally, the person appointed will have the following skills and experience:

- Essential: C&G/NVQ Level 3 Food Preparation/Hospitality or equivalent
- Numeracy/Literacy Level 2
- Food Safety Level 3
- Level 2 IT
- Desirable: Food Safety Level 4
- First Aid qualification
- A1 (or working towards)
- Industrial experience in a busy operational environment or a background in catering
- Working knowledge of risk assessment and Health and Safety
- A particular interest and ability in practical work.
- Experience of preparing ingredients etc.
- Good administrative and organisation abilities.
- Good interpersonal skills in dealing with staff and students.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.