



**JOB DESCRIPTION**  
**Hospitality and Culinary Arts**  
**Technician**



**WALTHAM FOREST COLLEGE**  
**JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>POST:</b>	Hospitality and Culinary Arts technician
<b>REPORTING TO:</b>	Head of Department
<b>RESPONSIBLE FOR:</b>	N/A
<b>HOURS:</b>	7.2 hours per week (0.2 FTE) 52 weeks a year
<b>GRADE:</b>	Support Scale 14 – 18

**KEY RESPONSIBILITIES**

To carry out a wide range of duties in the stores and training kitchens to support the day to day operation of the school of Hospitality and Culinary Arts training kitchens

**MAIN RESPONSIBILITIES**

1. To promote the highest possible standards in customer care, equal opportunities and health, safety and hygiene practices for the benefit of learners and the wider community served by the College
2. To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.
3. To ensure that the most effective buying and purchasing practice is implemented via the College ordering system by adhering to the strictest financial controls and regulations.
4. To supervise and maintain all purchasing, ordering and dispatch control for the hospitality and catering provision and other service users.
5. To supervise the day to day organization and operation of all training kitchens.
6. To assist with food, goods and parcel deliveries.
7. To ensure all goods are stored in the correct manner to ensure appropriate stock rotation and to avoid deterioration.
8. To assist with compiling the next day's requisitions of dry goods, meat, fish, greengrocery and non-food items.
9. To maintain good hygiene practices in line with current legislation.
10. To input transfer of goods onto the Stores Food & Beverage I.T. system.
11. To participate in regular stock checks and stocktaking.
12. To ensure that Health and Safety policy is adhered to at all times and to ensure that hygienic and safe standards are maintained at all times.
13. To meet with suppliers and evaluate their capabilities to meet the requirements in terms of quality, price, continuity and stockholding.
14. To work with the Finance Team to ensure all system related activities are adhered to at all times.

15. To work with the Head of School and others to identify potential suppliers to bid for the business.
16. To ensure appropriate stock levels are maintained by working with suppliers to meet the demands and needs of the business.
17. To comply with VAT regulations and ensure that stocktaking reflects inclusion or exclusion of VAT using the Transfer Journal and showing a reconciliation of total stock value including VAT.
18. To implement and maintain termly stock-take for audit and to supplement this with a system of continuous stock-take to cover expensive and perishable items.
19. To work closely with the Chef Lecturers to ensure orders are submitted in advance of all Real Working Environment requirements.
20. To support all catering functions on and offsite during College recess periods.
21. To ensure the smooth operation of purchasing, receiving and storage, including the movement of stock, taking into account the implementation of FIFO and HACCP.
22. To follow all procedures in line with the Catering & Hospitality Department Procedure Manual and respond to customer queries and complaints in accordance with College Policy.
23. To wear appropriate clothing/uniform to promote a professional image of the College and promote health & safety.
24. To assist in the organisation and delivery with designated projects, themed events and commercial activities.
25. To be flexible within your working hours to meet the needs of the service.

## **GENERAL**

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

## PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	<b>Criteria</b>	<b>Essential/Desirable</b>
<b>Qualifications (Educational and Vocational)</b>	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.	E
	Possess Level 2 Qualification or equivalent (e.g. NVQ, GCSE)	E
	Prepared to undertake training as necessary and willing to participate in continuous professional development	E
	Food Hygiene qualification or willingness to obtain	E
	Manual Handling training or willingness to obtain	E
	First Aid qualification	D
<b>Previous experience/job knowledge</b>	Experience of working in a customer-focused environment	E
	Experience of working in a stores related function	E
	Experience of operating quality systems	E
	Experience of working in a hospitality setting	E
<b>Skills (Competencies and Aptitudes)</b>	Ability to work as part of a team	E
	The ability to develop positive working relationships with individuals at all levels (external and Internal)	E
	Sound administrative skills	E
	Ability to work without close supervision	E
	The ability to communicate effectively orally and in writing.	E
	Excellent organization skills with the ability to meet multiple deadlines	E
	Ability to deal with varied and diverse enquiries with both professionalism and empathy to individual needs	E

	Sound knowledge and experience of using IT systems /packages	E
	Sound knowledge of food and beverages	E
	Good written and oral communication skills	E
<b>Other factors/ additional requirements</b>	An understanding of safeguarding and a commitment to creating a safe learning environment	E
	An understanding of and commitment to safeguarding young people and vulnerable adults.	E
	Motivation to work with children/young people/Vulnerable adults	E
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults	E
	Emotional resilience in working with challenging behaviours attitudes to use of authority and maintaining discipline.	E
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	E
	Confident, self-motivated with a committed approach to work.	E
	Commitment to inclusive and comprehensive educational provision.	E
	Commitment to the highest possible levels of health and safety for students, staff and others	E