Hospitality & Catering Supervisor

Team: Hospitality & Catering

Reports to: Hospitality Learning Lead

Location: Northbrook College - West Durrington Campus

Job Purpose

- To organise and supervise the smooth day-to-day running of Brooks Coffee Shop and Arundel Restaurant & bar facilities, providing training, support, assessment and educational opportunities for students.
- To administer, promote and coordinate bookings and commercial activities for Arundel Restaurant and Brooks Coffee shop.
- To maintain a high standard of safety and to help ensure that food and hygiene and safety regulations are compliant.
- To organise the availability of equipment used during classes and ensure it is fit for purpose.
- To ensure excellent customer care is provided by the students.
- To maintain accurate and timely financial reporting in line with company policy.

Key Responsibilities

- To support Lecturers and students in a practical hospitality environment.
- To ensure the cleanliness, quality standards and safety of the work area.
- To ensure that the teaching environment in designated areas of the Hospitality section are prepared and maintained to a high standard to meet the HSAW and hygiene requirements.
- To collaborate with Lecturers and Assessors and members of the technical staff in undertaking the duties specified.
- To supervise students and liaise with colleagues in the control of food, beverages, resources, linen, cleaning materials and equipment.
- To direct, guide, support and assess students in a Realistic Working Environment, specifically in the still room and wash up areas, bar and food service areas.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work will be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Previous hospitality experience in a similar and/or supportive commercial environment	Essential	Application Form/ Interview/ Assessment
Working with and understanding of students with a diverse range of learning and wellbeing needs	Essential	
Knowledge		
Food safety standards	Desirable	Application Form/ Interview/ Assessment
Qualifications		
GCSE (or equivalent) in English and Maths at grade 4/C or above	Essential	Application Form/ Interview
Catering qualification	Desirable	
Level 2 Food Safety qualification	Desirable	
Skills and Abilities		
Time management skills, organisational skills and the ability to prioritise tasks effectively	Essential	Application Form/ Interview/ Assessment
Ability to communicate to a diverse range of people at all ages and levels, verbally and in writing	Essential	
Numerical skills	Essential	
Ability to work alone and as part of a team	Essential	
Attributes		
Flexible in approach	Essential	Interview
Committed to student support	Essential	
Other Requirements		
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 24

Working weeks per year: 38

Salary range: Pro rata of £28,619 to £31,275 per annum (i.e. £16,136.11 - £17,633.63)

Salary progression: Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

Paid annual leave entitlement: 7.2 weeks' paid annual leave in each holiday year January to December which includes your entitlement to Bank and Public holidays normally observed in England and Wales and College Closure days. This includes 5.6 weeks basic leave under the Working Time Regulations 1998 and 1.6 weeks additional contractual holiday.

Paid annual leave will rise with each year of service as at your continuous service anniversary date to the maximum of 7.8 weeks' as set out in the table below (5.6 weeks basic leave under the Working Time Regulations 1998 and 2.2 weeks additional contractual holiday).

Years service as at your continuous service anniversary date	Weeks paid annual leave in each holiday year	Annual leave rate as a percentage of your contracted working weeks
0 years	7.2	16.07%
1 year	7.4	16.59%
2 years	7.6	17.12%
3 years and over	7.8	17.65%

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.

Term time only: Salary payments will be paid in 12 equal instalments over the year into a bank account.

Salary on leaving:

In the event that your employment is terminated by either yourself or the Corporation, your final salary will be recalculated based upon the anniversary of the date that you commenced in post and the number of working and non-working weeks from that date to your leaving date. If, on the termination of your employment, the number of non-working weeks exceeds the accrued entitlement to paid holiday up to the leaving date, the Corporation will be entitled to deduct the excess from any sums due to you, including payment of salary. If, on the other hand, your non-working weeks are less than the entitlement due to you at the leaving date, the Corporation will pay you the appropriate sum in lieu thereof.