



Catering, Conferencing and Events Supervisor (AgriFood Centre and Graze Café)

Reporting to:	The Head of Catering and Hospitality
Working Hours:	Full time (39 Hours per week)
Salary:	PC S4 (£23,434 - £27,132)
Annual Leave:	Pro Rata - 26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

The Catering, Conferencing and Events Supervisor will play a key role and a leading part of the Catering management team in assisting the Head of Catering and Hospitality. Be responsible for the day to day operation of the Graze Café/coffee shop ensuring the daily provision of good quality service for students, staff and external clients/visitors as well providing a quality service of the catering provision for external and internal conferences, meetings and event bookings taking place in the AgriFood Centre.

Duties and Responsibilities of the Job

1. Catering operations

a. Be responsible for the daily operations of the AgriFood Centre Graze Café and Conference and events bookings. Be part of the College catering management team, serving meals and catering requirements across our catering outlets to a high standard. Work closely with the Head Chef and Student Dining room Catering Supervisor.
b. Supervision of catering team members in daily operations across the catering outlets, assigning daily tasks and ensuring team members carry daily duties, and ensure all team members are adhering and compiling to the task's items below in Item D to I
c. Daily liaison with the Head of Catering and head chef to ensure the menus and POS are prominently displayed, assist the Head Chef when he is deputising for the Catering Manager, with regard to taking the lead for organising FOH and stock ordering
d. Be a customer service champion ensuring that all students, staff or guests using the AgriFood Centre is treated politely and courteously.
e. Take a lead on setting up and executing the service requirements for conferencing, meetings, setting up rooms, providing guest experience and service to both external and internal Clients
f. Ensure kitchen and servery wash-up areas and the customer seating areas are kept in a clean and hygienic condition. To keep up to date with food safety guidelines and legislation to ensure compliance.
g. Ensure the cleaning schedules are followed and tasks are completed. Carry out checks and sign off completed schedules

h.	Ensure that cleaning and food temperature records are kept. Carry out checks and sign off all temperature logs/forms
i.	Ensure food wastage is kept to a minimum by carrying out strict portion control. Work with head chef to agree portion sizes to be served, ensure team are briefed to carry out correct portion controls
j.	Comply with food hygiene regulations by wearing the appropriate clean protective clothing while preparing and serving food, and to ensure all other members of staff do likewise.
k.	Ensure that all stock is stored appropriately and stock rotation procedures are followed. Ensure that all stock issued to other departments is recorded to enable stock records to be kept accurately. Assist with stock ordering and monthly stocktaking of front of house and snack bar stocks
l.	Be required to cover for functions requiring catering during holiday periods and at weekends and evenings. Supervise other staff on these functions/events
m.	Responsible for financial controls, operations of the catering tills, cash handling procedures and prepare daily returns and cash to the financial account's office. Security of the Colleges Cash, stocks and assets
n.	Be a responsible key holder, to be able to open up or close down the catering operation in the absences or deputising for the Head of Catering.
o.	As required assist in other areas of the catering operations, dining room /snack bars/function meeting rooms when required, and undertake manual handling tasks as directed.
p.	Where required provide temporary cover in a similar capacity to complete catering services at the colleges outlet centres, and at One Garden Brighton Stammer park.

2. Continuous Professional Development

a.	Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b.	Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

Essential criteria for the post
Supervisory Experience in leading small teams of people.
Experience in commercial catering operations such as restaurants and coffee Shops, Experience in conferencing, banqueting meetings venues.
A catering qualification
Hold a Current Food Hygiene Certificate
2 years and more work experience
Min of 2yrs in Experience in a similar Position

A passion for good food
Able to undertake Manual Handling duties.
Able to demonstrate Great customer service skills
Full UK Drivers Licence
Desirable criteria for the post
Previous experience of working in an educational environment
Good written, oral and PC skills
Team working experience and works well under pressure
Knowledge in recognising child/student safeguarding and welfare concerns

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are Monday to Friday 7.00am to 16.00pm or 9.00am to 18.00pm, however some flexibility will be required to meet the needs of the business to include weekend working. Hours and working times will be agreed with the Head of Catering and hospitality, based on the needs of the business.

This is an all year-round post. There will be some evening and weekend working required to support the Conferencing and Events business and faculty activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The Pro-Rata annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

Date issued...May 2023

JD category

Agreed by

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.