

Post Title:	Technician (Catering)
Place of Work:	The role is based at the Tonbridge campus, but the nature of the work may require travel to any of the College sites as required.
Hours of Work:	12 hours per week, 40 weeks per annum
Salary:	Tier 7 pro rata, plus enhanced holiday pay
Accountable to:	Head of Curriculum (Catering)
Summary:	To order and control resources used in both the curriculum area and commercial restaurant, and to provide technical support for the delivery of Hospitality and Catering programmes.



Duties, Responsibilities and Accountabilities:

- Collaborate closely with Lecturers to optimise recipes, streamline associated orders, and achieve cost-effective solutions for all products.
- Oversee financial management for two training kitchens and The View Restaurant, ensuring judicious spending and financial efficiency.
- Manage accounts transactions meticulously, ensuring timely submission of all associated paperwork as per finance department deadlines. Adhere to NKC procedure raising requisitions via the Radio financial system.
- Organise and lead an annual comprehensive cleaning of the production and training kitchens, including thorough cleansing and sanitation of all food containers.
- Daily supervision and coordination of contract cleaners to ensure all areas of the department exceed food safety requirements.
- Adhere to manufacturer guidelines for the proper storage of cleaning products, demonstrating a comprehensive understanding of COSHH (Control of Substances Hazardous to Health) and safe work procedures. and adhere to NKC regulations with the use of the SEVRON online system.
- Uphold a secure work environment in accordance with Health and Safety Regulations, promptly reporting accidents and incidents following their occurrence using the NKC procedure and completing a termly H&S inspection and reported through the NKC procedures.
- Liaise with external contractors for the repair and maintenance of equipment in all catering areas.
- Assist third parties looking to hire facilities, including formal checks, access and egress, and supervision.
- Coordinate the washing, drying of all kitchen linen and cleaning cloths at the appropriate temperatures, while maintaining detailed requisition records.
- Daily conduct of temperature checks on fridges and freezers in compliance with Food Safety (Temperature Control) Regulations 1995, maintaining meticulous temperature records.
- Ensure all food supplies are correctly received, stored, issued, and disposed of, complete with proper labelling in accordance with EU Food Information Consumers Regulations and following the HACCP system.
- Establish and monitor the HACCP system within the department, including the Production kitchen, and ensure all areas are compliant.
- Monitor equipment for functionality, schedule and report maintenance to relevant parties, and manage secure storage of all equipment.
- Place orders and receive small equipment deliveries, maintaining secure storage for all equipment in the department.
- Prepare items for classes, including precise weighing of produce, timely issuance of kitchen equipment, and addressing last-minute requests.

- Manage returned goods from classes, ensuring proper storage of excess produce and maintaining detailed requisition records including ensuring all food produced via Training to be transferred to the View for sale.
- Package and label cooked and non-cooked food items appropriately for reuse, minimising food wastage through effective budgeting and procurement.
- Conduct end-of-year stock takes for drink and food supplies for the curriculum area and commercial restaurant, maintaining precise and up-to-date records.
- Oversee asset management for the Training kitchen and restaurant, planning and scheduling maintenance and testing for compliance.
- Contribute to local Health and Safety management and risk monitoring, assisting the Curriculum Manager in regular local inspections.
- Provide assistance and cooperation to Food Inspectors from the Food Standards Agency or Trading Standards Officers during their visits to NKC.
- To support students and staff in practical and technical aspects in all teaching areas.
- Any other task within the range of the roles and responsibility of the position.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a “can do” attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
(1) Qualifications:			
Minimum of a Level 2 Hospitality qualification.	√		Application
Level 2 Award in Food Safety in Catering.	√		Application
Level 3 Award in Food Safety HACCP COSHH.		√	Application
Assessor and/or Verification Awards.		√	Application
(2) Knowledge to include:			
Understanding of receipt of deliveries and stock control.	√		Application / Interview
Use of online ordering and recording systems.		√	Application / Interview
(3) Experience to include:			
Demonstratable experience working in a similar role in customer focused industry.	√		Application / Interview
Supervisory skills and experience.		√	Application / Interview
Experience of working in an education environment.		√	Application / Interview
(4) Skills and Attributes to include:			
Proactive and able to work on own initiative.	√		Application / Interview

A confident and friendly manner, excellent interpersonal skills and an ability to communicate with a wide range of people.	√		Application / Interview
Flexible and adaptable approach to work.	√		Application / Interview
Strong literacy and numeracy skills.	√		Application / Interview
Computer based skills and use of Microsoft.		√	Application / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the College and to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the College StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the HR Department.

Sign: _____

Print: _____

Date: _____