

JOB DESCRIPTION

Job Title: Hospitality Assistant	Grading:
Section: Hospitality	Reference:
Job Objectives: <ol style="list-style-type: none">1. To work with Hospitality staff and students in the provision of stores services and to help establish and maintain the area as a potential learning environment.2. To assist with cleaning, organising and maintaining all Hospitality Areas when required.	
Reporting to: Head of Curriculum (CHESS)	
Reporting to the position: None	
Interface with: College staff, students, delivery persons and clients of external agencies	
Approved by:	Date:
Signature of Post Holder:	Date:

Duties and Responsibilities:

1. To work with Hospitality staff and students in the provision of stores services and to help establish and maintain the area as a potential learning environment.
 - a) To ensure efficient and effective stock control within the learning environment in accordance with management instructions and legal requirements.
 - b) To use college software, procedures and work with hospitality staff and students in the procurement, costing, ordering, receipt, storage, maintenance, payment and issuing of college stock
 - c) To provide management reports in relation to stock levels, wastage and sales, highlighting any areas of poor quality and quantity supply, exceptional wastage and significant areas of sales.
 - d) To maintain an up-to-date knowledge of stock products
 - e) To ensure that all consumable and non-consumable products are ordered and kept in accordance with stock levels, hygiene requirements, agreed procedures and requirements of College Policy

2. To assist with cleaning, organising and maintaining Training Kitchens, Beechtree Kitchen and Restaurant Catering and Store areas when required.
 - a) To help ensure that the relevant equipment is maintained and serviced in line with requirements
 - b) To assist in cleaning duties within all catering areas
 - c) To assist in relation to catering area set up ensuring equipment and PPE are in place
 - d) To undertake all duties in accordance with College Health and Safety Policies and Procedures

To undertake such other reasonable duties as may be delegated from time to time by the line manager.