

Job Description

Job title	Hospitality and Culinary Arts coordinator
School / department	London Geller College of Hospitality and Tourism
Grade	4
Line manager	Hospitality and Culinary Arts Manager
Responsible for	

Main purpose of the job

To effectively co-ordinate the operational delivery of the Operations team and oversee the use of facilities of the college, including equipment, physical resources, and associated budgets.
To give office and IT support to the Operations team of the LGCHT.
This is a full-time appointment requiring a flexible approach to working hours in the busy Operations department of the LGCHT, have a “hands on” approach with a “can do” attitude.
This role requires up-to-date knowledge of the food and hospitality industry and will take an innovative approach.
Flexible with hours and days.
Annualised hours contract – 1820 hours / year.

Key areas of responsibility

Duties and Responsibilities

1. Support the smooth running of the College facilities, including equipment and physical resources
2. Ensure that relevant budgets are effectively managed, and records kept in accordance with UWLs financial regulations
3. Responsible for Health & Safety issues throughout the College, ensuring high standards are maintained in accordance with current legislation
4. Responsible for developing, implementing, and monitoring food hygiene policies and procedures within the College to ensure compliance with Food Safety legislation
5. Ensuring the training restaurants are fully licensed, in accordance with licensing legislation, including the Personal Licence to enable the sale of alcohol
6. Promote and support the development of the external reputation of the College and University
7. Manage and operate the EPOS system as necessary, training all cash handlers, both staff and students and ensuring regulations are followed.
8. Any other duties appropriate to the post, as required by the College

Activities

1. Ensure the Operations staff are effectively deployed to ensure a high level of support to lecturers and students as required by the curriculum
2. Ensure the Operations staff are motivated, supported and committed to maintaining agreed quality standards by providing appropriate staff development activities
3. Ensure practical facilities are cleaned and maintained to a high standard, and that there are appropriate and adequate resources in all kitchens, classrooms and training restaurants, liaising effectively with University wide services and external companies as necessary

4. Oversee the implementation of accurate administration and financial record keeping systems including stock-taking using appropriate software and technology where necessary
5. Ensure the security and safeguarding of cash, assets and physical resources are maintained for records for auditing purposes
6. Implement the University Health & Safety Policy within the School, carrying out risk management and developing safety policies and procedures
7. Develop the School's Hazard Analysis of Critical Control Points (HACCP) policy, ensuring all stages of the system are monitored to maintain food hygiene standards and comply with current legislation
8. Ensure that the licences for the training restaurant are adhered to and applications made for variations or temporary events
9. Develop the commercial activities of the College through the hire and provision of facilities to internal and external clients and the organisation of competitions, functions, and events
10. Ensure Control of Substances Hazardous to Health (COSHH) records and training are maintained
11. To oversee and maintain high levels of service and quality of food and beverages.
12. Actively manage and monitor the maintenance of all relevant contracts.
13. Liaise effectively with University contractors on relevant issues.
14. Performing day-to-day course administration as requested by the Line Manager.
15. Receipt, invoice and raise purchase orders
16. Work closely with the suppliers and accounts department to ensure a smooth relation
17. Help to run stocktakes
18. Prepared to "jump in "when necessary to support operations team.

In addition to the above areas of responsibility the position maybe required to undertake any other reasonable duties relating to the broad scope of the position.

Dimensions / background information

Person Specification

Criteria	Essential	Desirable
Qualifications and/or membership of professional bodies	Minimum of Level 3 Food and Hygiene Qualification	Honours Degree in relevant subject An Advanced Food Hygiene Certificate would also be an advantage, but candidates must be prepared to work towards appropriate qualification
Knowledge and experience	Experience of working in the Hospitality industry and a training restaurant. Experience of deploying and co-ordinating work operations in a large team.	
Specific skills to the job	The candidate should: <ul style="list-style-type: none"> • Be numerate and literate • Able to lead and motivate a team • Be self-motivated and innovative • Be able to organise a varied workload and manage time effectively • Have excellent communication skills • Be flexible and mature in attitude • Excellent interpersonal skills 	
General skills		
Other	Well groomed, personable with a “can- do” attitude	
Disclosure and Barring Scheme	This post requires a standard DBS check	
<p>Essential Criteria are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.</p> <p>Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.</p>		