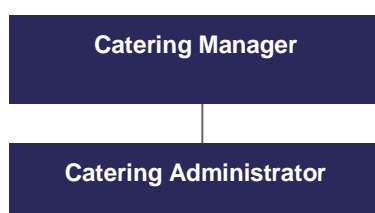


JOB DESCRIPTION

Position Title	Catering Administrator	Department	Catering
Generic Job Title	Administrator	Segment	Education
Team Band	Unbanded	Location	Churchers College
Reports to	Catering Manager	Office / Unit name	Churchers College

ORGANISATION STRUCTURE



Job Purpose

- Complete Administrative tasks in a professional and timely manner.
- Occasional lunch service assistance.
- Occasional hospitality assistance for large school events (up to 4 per year)

Accountabilities or “what you have to do”

- To input invoices, stock and Internal Issues into Sodexo computerised accounting system.
- To input Kronos information into the Sodexo computerised system
- To take notes for HR meetings as requested
- To complete filing, shredding and photocopying.
- To support with the administration to comply with Environment, Health and Safety and Food Safety
- To complete all required paperwork correctly, legibly and in a timely manner with due consideration given to confidentiality of input and outputs.
- To attend training sessions appertaining to the post and the College.
- To undertake any reasonable requests made by management to ensure that the overall service standard is maintained.
- Ensure confidentiality and timelines are adhered to at all times.
- Support with programming of digital screens.
- To support the Assistant Manager in the administration of the Catering diary.
- Support the Catering Manager in generation and appropriate recording of ad hoc charges where applicable.

- Coffee machines, office supplies and sundries stock levels and orders.
- Communicate with suppliers daily.

Key Performance Indicators (KPIs) or “What it will look like when you are doing the job well”.

- Delivery of a consistent level of data entry, within the company’s standards, to the contract specification and agreed performance, qualitative and financial targets.
- Support the Catering Manager and Head Chef in the management and filing of all due diligence paperwork.
- Professional communication and interaction with College staff at all times, to support the delivery of the contract and relationship.
- Working as part of the catering team and supporting the delivery of the service as required.

Dimensions

Financial	Comfortable with Excel, computer systems and financial awareness
Other	Working effectively as part of team.

Skills, Knowledge and Experience

Essential

- Be self-motivated.
- Be a team worker with a flexible approach.
- Ability to work well under pressure.
- Have excellent IT skills.
- Possess good communication skills, both verbally and written
- Have excellent understanding of customer care.

Desirable

- Have excellent note taking skills.
- Previous catering experience/knowledge.

Contextual or other information

Sodexo and the School/College are committed to safeguarding and promoting the welfare of children and applicants/employees must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Data Barring Service.

It is the post holder’s responsibility to promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. S/he will adhere to and ensure compliance with the school/college and Sodexo’s Child Protection Policy Statement at all times.

If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risk to the safety or welfare of children or young persons in the establishment, s/he must report any concerns to their line manager or to his/her superior immediately.

- This job description is intended to give the post holder an appreciation of the role envisaged and the range of duties and responsibilities to be undertaken. It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals. The post holder will be required at all times to perform any other reasonable task, as requested by the Line Manager in order to meet the operational needs of the business.

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