

Job Description:   
[Recruitment and Staffing coordinator-public catering]

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| Function: | | | |  | | | | | | | | |
| Job: | | | | Recruitment and Staffing Coordinator | | | | | | | | |
| Position: | | | | Recruitment and Staffing coordinator – public catering | | | | | | | | |
| Job holder: | | | | Rebecca Dixon | | | | | | | | |
| Date (in job since): | | | | October 2015 | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Ashleigh Downey – HR Administration Manager | | | | | | | | |
| Additional reporting line to: | | | | Chris Reed – regional retail manager | | | | | | | | |
| Position location: | | | | Newcastle United football Club | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Recruit, Develop and retain the quality and quantity of the casual workforce needed for Match Days * Organise and implement training to ensure the best possible service is provided * To ensure the smooth operation of match day and event staffing with pre – planning * Completion of Match Day Payroll * Completion of other HR related duties when required * To work alongside the hospitality recruitment and staffing coordinator to ensure a smooth operation of match and event days and day to day operations  |  | | --- | |  | | | | | | | | | | | | | |
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | | | |
| Revenue FY13: | €tbc | | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc | |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc | |
| Cash conversion: | | tbc |
| Characteristics | | * Add point | | | | | | | | | | |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| HR Administration Manager  Regional Retail Manager  Add org chart  Recruitment & Staffing Coordinator (Corporate)  Recruitment & Staffing Coordinator (public catering) |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Dealing with a high casual staff turnover * Making sure all aspects of the job are following current legal legislation and compliance |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Arranging and conducting interviews * Ensuring the staffing levels match the requirements of the business * Ensuring all casual employees receive a starter pack * Ensure the training is developed and maintained in line with company requirements * Making sure casual staff have conducted online inductions * Monitoring and managing absenteeism of all casual employees * Maintain and create personnel records for all casual staff and keeping these in line with company policies * Pre-planning of staffing for match days and events * Set up and management of match day check in * Ensuring the use of time target management system is accurate and compliant * Completion of match day payroll and other payroll when required * Supporting the HR Manager in delivering the HR & Learning and Development strategy in the unit. * Assisting with HR related tasks when required * To assist with other areas of staffing for the daily operation and hospitality if required * To make sure staff have the correct right to work * Ensuring the engagement of the casual workforce is at a high level * Follow and deliver the Sodexo values |

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Staffing numbers will be kept at the maximum in lines with operational requests * All new staff will be inducted and trained before they begin their casual engagement * All staff will have personnel records that have all up to date paperwork and profile on Time Target * Match days an events are staffed to accurate numbers in all areas and job role * All match day payroll is completed in a timely manner after an event or match |

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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential   * Strong Administration background * Recruitment background * Strong computer skills with knowledge of excel * Strong Analysis and Decision Making Skills * Good communication and interpersonal skills * Organisational skills   Desirable   * Catering Industry Knowledge * Payroll experience * Experience within HR |

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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided | * Leadership & People Management | | * Rigorous management of results | * HR Service Delivery | | * Brand Notoriety |  | | * Employee Engagement |  | | * Learning & Development |  | |

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| 9. Management Approval – To be completed by document owner |
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