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| **Job Title:** | Stores Technician | **Post No:** |  |
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| **Curriculum Area:** | Hospitality & Catering | **Department/**  **Team:** | HTAC |

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| **Reports to (job):** | Senior Chef Lecturer |
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| **Responsible for (jobs):** |  |

# Job Purpose

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| **To assist in the day to day running of the catering department** |

**Main Responsibilities**

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| 1. | Assist with ordering and receiving goods, controlling invoices and delivery notes, ensuring that quality control checks are completed. |
| 2. | Assist with the correct storage of food products, following relevant stock rotation procedures. Assist in the setting up and delivery of food orders to classes withing the department. |
| 3. | Maintain cleanliness of all work areas and the equipment in the stores and training kitchens |
| 4. | Monitor and report changing food costs enabling senior chef to stay within the department budget. |
| 5. | Work flexibly, undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College. |
| 6. | Support and promote the College’s equal opportunity, diversity, health and safety, and other policies, processes and objectives. |
| 7. | Shrewsbury Colleges Group actively promotes a ‘safeguarding’ culture. As such, employees are expected to carry out their role and responsibility in relation to student welfare. Employees are expected to access PREVENT and child protection training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of all students. We are committed to ensuring that all employees are supported in respect to their safeguarding duties. |
| 8. | Undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the College |
| 9. | Support and promote the College’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives |
| 10. | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| 11. | \*\*To participate in exam invigilation as and when required\*\* |

### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge | * A working knowledge of all kitchen equipment * A thorough knowledge of all matters food hygiene * Food safety level 2 * Professional chef L3 | Understanding of safeguarding   |  | | --- | |  |   Knowledge of legal requirements/health and safety legislation. |
| Skills | |  | | --- | | * Excellent communication skills * Numerate * Meticulous attention to detail * Excellent interpersonal skills * Ability to work under pressure * Ability to work both as part of a team and under own initiative * Ability to respond appropriately to customer queries * Able to take responsibility for own actions and performance * Enthusiastic and self-motivated * Flexible and proactive approach to workload * Able to work confidently and efficiently * Working at an advanced level standard | | * Ability to anticipate customer needs and to exceed expectations * Ability to demonstrate good problem solving and decision making skills * Ability to demonstrate cross cultural sensitivity |
| Experience | * Having worked within the catering industry or equivalent |  |
| Special working requirements | * Self-motivation, initiative and a meticulous approach to work * A flexible approach to work and working hours * A passion for good service * Ability to cope under pressure   Ability to work with varying abilities of students | * Ability to work as part of a team and alone without close supervision |