ROLE DESCRIPTION

1. JOB TITLE: Restaurant & Hospitality Operations Facilitator

2. CONTEXT

The role of the Restaurant & Hospitality Operations Facilitator is designed to provide support for teaching and learning within a practical working environment and oversee the day to day operations of the College Restaurant. The Restaurant & Hospitality Operations Facilitator will be based within the Food Academy and will be part of the curriculum team, working alongside members of the teaching staff to support students' learning.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Head of School

4. MAIN PURPOSE OF JOB

To provide practical support for teaching and learning and supervision of practical work areas to ensure a high-quality student learning experience and oversee the day to day operations of the College Restaurant

5. MAIN DUTIES AND RESPONSIBILITIES

- Supervise students, under the oversight of teaching staff, within the learning environment to assist in developing specialist skills and ensure safe working practices.

- Demonstrate the correct use of equipment and handling of materials to students to assist in developing their skills and ensure safe working practices.

- Contribute to the supervision of student recreational activities and educational visits to provide a high quality student experience.

- Act as a role model for students to promote high standards of conduct and behaviour.

- Supervise and maintain designated practical work areas, regularly checking to ensure effective and efficient support to teachers and learners, a high standard of cleanliness and adherence to health and safety requirements.

- In accordance with College guidelines, report any equipment malfunctions to ensure it is safe and ready for use when required and liaise with College support teams where necessary.

- Prepare and, as appropriate, construct equipment and materials for use by teaching staff and students to assist in the delivery of teaching and learning within the commercial setting.

- Give technical advice to staff and students on the selection and use of equipment and materials for teaching and learning purposes and, as appropriate, prepare written technical guidelines for the use of equipment and processes.

- Assess students' competence by direct observation in accordance with agreed assessment practices

- On a daily basis, reconcile and bank all monies received in line with college finance processes.

- Supervise the preparation and service of the bar and take-away service.

- Monitor and maintain stock levels of consumables and order supplies to ensure appropriate materials are available when needed to support the learning process and commercial activities.

- Coordinate and deliver all aspects of marketing, promotion, and customer bookings for the College Restaurant, to support commercial activity.

- Oversee the day-to-day operations of the restaurant, ensuring excellent customer service.

- Oversee and monitor booking systems in line with agreed Restaurant Opening times.

- Maintain inventories of equipment in accordance with college procedures.

- Safely dispose of waste materials to maintain a safe learning environment.

- Undertake and maintain risk assessments for designated processes, and ensure the implementation of agreed control measures and procedures, to ensure a safe and healthy learning environment.

6. GENERAL AND COLLEGE RESPONSIBILITIES

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.

- Participate in training and team development activities to update skills and knowledge.

- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by

their acts or omissions.

- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of their contribution to such priorities.

- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to their post.

- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery;

- Be familiar with and promote the Equality and Diversity Policy;

- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people, and vulnerable adults.

- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the postholder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.