

JOB ADVERT

CATERING ADMINISTRATOR

LOCATION:	Eastbourne College
REPORTING TO:	General Manager/ Deputy General Manager
SALARY:	£9.35 per hour
CONTRACT:	15 hours per week, Monday to Friday, Fixed Term, 12 months- Term Time Only (39 weeks per year)
OVERALL OBJECTIVES:	To provide a professional catering administrative service and contribute towards ensuring that company standards are maintained and that Company expectations are met within the agreed objectives for the location.

CORE DUTIES

- Assist the Catering Management Team in administration duties and record keeping for the day to day running of the catering operations as required including: invoice processing, data entry, ordering office stationary, minute taking, maintenance of training records, and data base and general office administration.
- Co-ordinate weekly payroll documentation for all departments, including casual and agency workers.
- Maintain staff personal files, holiday records, sickness reporting etc.
- Produce marketing material from templates supplied by the marketing department.
- Support the General Manager in updating and maintaining the catering menus and posted to Sharepoint.
- Assist with Staffing Rosters where required.
- Assist and produce allergen information daily sheets as per company allergy and intolerance management guidelines.
- Organise meetings and associated paperwork for team meetings and briefings.
- Provide support where required in the service delivery across the catering core functions including Café, Dining Hall and Hospitality services.
- To provide EPOS till reports to assist line management, and support in updating pricing, bar codes and promotions on the tills.
- Support managers and supervisors with cashing-up and banking.

FINANCIAL MANAGEMENT

- To work with the General Manager to ensure that the location has an accurate and efficient financial control system in place and the Genesis software is in full use.
- To ensure that all bookwork is completed timely, accurately and efficiently and in line with Holroyd Howe procedures.
- To maintain controls in order to ensure the security of Holroyd Howe and Client's premises, materials and money.

HEALTH & SAFETY MANAGEMENT

- To conduct Food Safety and Health and Safety Risk Assessments and ensure that all standards and procedures in respect of Hygiene and Safety are established and maintained in line with the company manual.
- To record and report all accidents within the location adhering to location and company procedures.
- To establish and maintain location cleaning schedules.
- To respond to all company memos and requests as required.
- To ensure that all company procedures and work instructions are fully understood and practised by all employees.
- To attend all health & safety training courses as required

GENERAL RESPONSIBILITIES

- To attend all location management meetings, patch meetings and company meetings as required.
- To take responsibility for contributing towards your own development with the guidance of your manager and attend training courses as identified.
- To ensure that all company administration procedures are followed in line with the company manuals.
- To show commitment to company values in all aspects of your role.
- To act as a positive ambassador for the business.
- To ensure that you deliver what you promise to customers, clients and your team.
- To treat others as you would expect to be treated.
- To attend to any reasonable request made by the client or Holroyd Howe Management.

Holroyd Howe is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. An enhanced DBS disclosure and Barred List Check must be obtained for this role.