



Suffolk  
New  
College

## **Restaurant Supervisor**

### JOB DESCRIPTION

**Directorate of Land-Based, Animal and Equine  
& SCCA**



## ADVERTISEMENT

### **Restaurant Supervisor**

Within the range of £26,367 to £39,876 per annum pro rata

21 hours per week (up to 14 teaching hours and 7 preparation and other duties)

We are recruiting for a Restaurant Supervisor in Hospitality to join our Suffolk Centre for Culinary Arts. You will be required to assist with day to day activities in our Centre for Culinary Arts to support our students studying for Hospitality qualifications.

As part of your role you will contribute to the wider College health and safety activity and therefore you should have a good understanding of health and safety and be prepared to undertake training in these areas

This post is based at Suffolk New College Ipswich campus however Suffolk New College is a multi-campus site therefore you may be required to work at and travel between campuses.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

**Closing date: Monday 6<sup>th</sup> May 2024 and 12 Midnight**

**Interview date: Monday 13<sup>th</sup> May 2024**

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

## **SUFFOLK CENTRE OF CULINARY ARTS (SCCA)**

The Directorate of the Suffolk Centre for Culinary Arts (SCCA) is an exciting and vibrant area of the College with state-of-the-art kitchens and a variety of Dining Areas catering the needs of both internal and external clients. The Department Offers qualifications from Level 1 to Level 3 in a range of subjects Hospitality, Professional Chefs, Restaurant Management and Pastry and Confectionary

<https://www.suffolk.ac.uk/course-subjects/suffolk-centre-for-culinary-arts/>

## JOB DESCRIPTION

### Restaurant Supervisor

Summary of Benefits, and Terms and Conditions

<b>Location:</b>	Ipswich Campus
<b>Salary:</b>	Within the range £26,367 to £39,876 per annum, pro rata
<b>Salary Scale:</b>	Lecturer
<b>Contract status:</b>	Permanent
<b>Hours of work:</b>	Up to 21 hours per week (14 hours teaching and 7 hours preparation and other duties). Weekly teaching hours may be increased up to 16 hours per week in order to meet the needs of the business, for example, to facilitate front loading or for providing cover for staff absence
<b>Pension:</b>	Career Average Pension Scheme in which employees contribute between 7.4% and 11.7% depending on salary.
<b>Holiday:</b>	50 days per annum pro rata (including bank holidays and Christmas closure)
<b>CPD Days:</b>	5 self-directed CPD days per annum and 5 college directed CPD days per annum
<b>Staff Development:</b>	Corporate, Departmental and Personal Development Programme opportunities
<b>Reporting to:</b>	Head of SCCA

\*Suffolk New College is a multi-campus college, therefore you may be required to work at and travel between campuses

## JOB PURPOSE

To supervise our fantastic student run restaurant Chef's Whites' delivering a pro-active, professional, customer-focused, and efficient service to internal and external customers. Working at all times within current Food Safety and Hygiene and Health and Safety legislation in all areas of responsibility with the aim of achieving high standards of customer care, good quality and best value. To be responsible for supervising the restaurant and training the students to industry standards, getting them work ready. Ensuring that activities are delivered to a high standard and in accordance with the College's policies and procedures and best practice.

Also, to undertake teaching and assessment, and deliver an exceptional experience to all learners monitoring student progress and achievement and working as a team member with colleagues in the curriculum area, Directorate and the wider College.

## MAIN RESPONSIBILITIES AND DUTIES

1. To take overall responsibility for organising, planning, running, and promoting the restaurant meeting specifications defined by the College. This will include meeting with customers, arranging onsite and offsite events, liaising with internal and external customers, ensure dietary information for customers have been gathered and supporting with functions across campuses.
2. Oversee day to day operation of the restaurant ensuring that significant issues are addressed promptly with line manager
3. To build a customer mailing list and promote events happening in the restaurant.
4. Manage bookings and processes for smooth running of services.
5. Keep up to date with changes to appropriate legislation, initiatives, and regulations through regular training.
6. Maintain accurate financial and administrative records as required.
7. To participate in curriculum development and planning.
8. To undertake teaching on courses and programmes of study including lectures, seminars, tutorials, and workshops for students engaged on programmes within the curriculum area.
9. To review and develop resources to facilitate effective and innovative learning, teaching and assessment.
10. To teach and embed relevant literacy and numeracy aspects within vocational sessions as required.
11. To contribute to the development of the Virtual Learning Environment (VLE) to enhance learning, as required, including the development of independent study skills.
12. To participate in curriculum development and planning.
13. To carry out periodic evaluation and monitoring of the quality of provision in line with the quality assurance calendar.
14. To contribute to the promotion of courses within the programme area through involvement in programme guidance sessions, open events and taster days.
15. To take responsibility for administrative duties as delegated by management.
16. To plan, facilitate and supervise external activities and trips, including contributing to the planning of work experience
17. To communicate effectively and work closely with the Progress Tutor team to support students to achieve, including parent/guardian liaison as appropriate.

18. To undertake research and consultancy in line with College policies.
19. To work within the Directorate and cross-College on collaborative curriculum projects.
20. To maintain and develop professional and educational links regionally, nationally and internationally and actively engage with Continued Professional Development.
21. To comply with Health and Safety regulations and policy and implement these effectively throughout all aspects of the role.
22. To take a pro-active approach and responsibility for the well-being and safeguarding of all students.
23. Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, should there be such variation, appropriate training may be given to enable the postholder to undertake the new/varied work.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education including maths and English to Level 2 (GCSE C or 4 grade)</li> <li>• Level 3 qualification in a relevant subject area e.g. Hospitality</li> </ul>	<ul style="list-style-type: none"> <li>• Assessor Award</li> <li>• Internal Verification Award</li> <li>• Degree or professional qualification in a relevant subject</li> <li>• Teaching qualification (Level 5)</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant professional industry experience</li> <li>• Knowledge of current industry standards, trends and technology</li> <li>• Knowledge or experience in relation to aspects of teaching, training, assessing, mentoring or coaching people</li> <li>• Understanding of performance targets in relation to education including attendance, retention, progress, achievement and success.</li> <li>• Understanding of teaching, learning and assessment</li> <li>• Working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to teach across FE and HE</li> <li>• Developing curriculum and teaching resources</li> <li>• Teaching in further education</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with a diverse range of audiences including young people, managers and team members</li> <li>• Planning, time management and organisational skills</li> <li>• Build and maintain professional working relationships</li> <li>• Team work and a commitment to sharing and promoting best practice</li> <li>• IT literate and drive to enhance learning through technology</li> </ul>	
<b>Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Motivational and inspirational</li> <li>• Student focused approach</li> <li>• Creative and innovative reflected through teaching practice</li> <li>• Pro-active and solution focused approach</li> <li>• Self-awareness and reflective thinking</li> <li>• Calm under pressure with a resilient approach</li> <li>• Diplomacy, tact and integrity and with due regard for confidentiality</li> </ul>	
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Driven to deliver high quality teaching, learning and assessment</li> <li>• Embeds and promotes equality, diversity and respect through all aspects of the role</li> <li>• Pro-active commitment towards safeguarding and promoting the welfare of young people</li> <li>• Positive and can do attitude towards work</li> <li>• Actively participates in continued professional development</li> <li>• Flexible approach to meet changing needs</li> </ul>	

## EQUALITY & DIVERSITY

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list to all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

## CRIMINAL CONVICTIONS

Suffolk New College is committed to the Code of Practice of the Disclosure and Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having an 'unspent' conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to a Disclosure check by the DBS.

## INFORMAL ENQUIRIES

For informal enquiries please contact Lynsey Wilson, Director of Land Based Industries and Culinary Arts on email [LynseyWilson@Suffolk.ac.uk](mailto:LynseyWilson@Suffolk.ac.uk)

## LECTURER SALARY SCALE

	<b>Salary Point</b>	<b>£ per annum</b>
<b>Lecturer</b>	1	<b>26,367</b>
	2	<b>27,957</b>
	3	<b>29,661</b>
	4	<b>31,473</b>
	5	<b>33,387</b>
	6	<b>35,430</b>
	7	<b>37,584</b>
	8	<b>39,876</b>