

Job Description

Job Title:	Hospitality Technician
Responsible To:	Technician Supervisor
Line Management of other staff:	No
Location:	Colchester
Salary:	Actual Salary £21,261 - £21,783 per annum Full-time Salary £23,473 - £24,050 per annum
Date of last review:	June 2024

Purpose Statement:

To support curriculum delivery in Hospitality ensuring that Kitchens and Restaurant are maintained to a safe operational state and all class related materials are prepared in a timely manner. To ensure that reasonable stock levels are maintained and to work as part of the team to ensure smooth running of teaching sessions.

Main Duties & Responsibilities:

1	To support teaching staff by supporting students in all aspects within the curriculum.
2	To ensure all materials needed by teaching staff and students are prepared in a timely, effective and efficient manner.
3	To ensure equipment is maintained in Kitchens and to report any faults to the Technician Supervisor.
4	Adherence to Health & Safety at Work Regulations.
5	Assist teaching staff and students with maintaining and cleaning kitchens while commercial operations are in place. This includes working during the day and evenings, According to Shift pattern allocated.
6	To PA test electrical equipment for the department. (Training to be given).
7	To keep stock at a reasonable level completing regular stock takes.
8	To undertake any training that is deemed necessary for the post.
9	To develop and update personal professional expertise in the relevant areas.
10	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.

11	To undertake any other associated duties determined by the college.
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This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title: Hospitality Technician

Qualifications	Essential	Desirable	How is this assessed?
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent	✓		A
Level 2 catering qualification	✓		A
Level 2 Food Safety in Catering		✓	A
Level 3 qualification in catering		✓	A
Experience	Essential	Desirable	How is this assessed?
Practical industrial experience within a commercial kitchen/catering trade.	✓		A
Experience with working effectively as part of a team.	✓		A
Awareness of Health & Safety at Work and related issues.	✓		A
Able to use emails and access mandatory training via ILT.	✓		A
Experience of working in an educational environment.		✓	A
Knowledge and Skills	Essential	Desirable	How is this assessed?
To have good house-keeping skills.	✓		A / I
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Have good oral and written communication skills.	✓		A / I
Possess a 'can do' attitude.	✓		A / I
Possess a willingness to continue to acquire and develop knowledge & skills bases.	✓		A / I
The ability to build and sustain professional relationships with all staff and learners.	✓		A / I

Experience of working in an educational environment.		✓	A / I
To be available to cover sickness and absence.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test