Job Description

Job Title: Catering Administrative Assistant

Accountable to: Head Chef
Accountable for: N/A
Liaison with: Fellows, Students, College Staff, Suppliers

Job Purpose
The post holder will be required to provide administrative support to the catering team. The main responsibilities of the role include: maintaining successful communication between the Kitchen and the Hospitality Teams; assisting the Kitchen Management with all aspects of online ordering systems, monitoring the KX booking system on behalf of kitchen, running daily and weekly function reports, typing up menus and assisting in the preparation of kitchen financial spreadsheets.

Main duties and Responsibilities

- Assisting the Head Chef and Sous Chefs with building a recipe database on the Acquire program in accordance with the new Allergen Laws.
- Helping the Kitchen Team with all aspects of the online ordering system (EPSYS).
- Supporting the smooth running of the Kitchen with regards to the KX system and liaising with relevant departments in order to provide the Kitchen has the correct operational information.
- Preparing and updating function sheets based on information from KX and e-mails.
- Preparing daily reports on SCR meal bookings based on the online booking system.
- Assisting with the preparation of the Kitchen’s financial spreadsheets, including monthly stock takes for the accounts department.
- Assisting with forward planning in regard to Kitchen operations before each term.
- Preparing weekly catering health and safety documentation for the Kitchen and Buttery.
- Liaising with the chefs on duty about the daily meals and producing the daily display menus.
- Supporting chefs with any reasonable Kitchen Office requirements.
Person Specification

Essential Qualifications, Skills and Experience

- Good standard of education i.e. Maths & English GCSEs (grade C or above) or equivalent.
- Effective listening, verbal and written communication skills.
- A confident, professional and friendly approach, the ability to build and maintain relationships with people at all levels with both, internal (Fellows, Staff & Students) and external (suppliers & contractors) customers.
- Strong IT skills, particularly Microsoft Office.
- Ability to learn quickly about the business and a willingness to learn.
- Self-motivated, work effectively as a team player.
- Administrative skills, including excellent time management, accuracy and attention to detail.

Desirable

- Commitment to personal development.
- Experience of working in the university sector.