



## **JOB DESCRIPTION**

<b>Job Title:</b>	Administration Assistant - Catering
<b>Salary:</b>	Grade 6 - £16,888-£18,049 FTE (Actual Salary £7,775-£8,310 pa 46.04%)
<b>Hours:</b>	10.40 am – 3.00 pm (Monday, Tuesday, Wednesday and Friday) and 11.10 am – 3.30 pm (Thursday), with a 20-minute unpaid, daily break Term time plus 5 days in school holidays/INSET days
<b>Responsible To:</b>	Catering Manager/Business Manager
<b>Job Purpose:</b>	To provide effective catering administrative support

### **MAIN DUTIES AND RESPONSIBILITIES:**

1. To support the Catering Manager with monitoring financial performance against targets, including the management of waste, implementing corrective action and bringing any major problems to the attention of the Business Manager.
2. To ensure all documentation identifying income and expenditure is completed and returned on a monthly basis to the finance team, including stock take, internal catering and banking reconciliation.
3. To make any necessary manual transactions to the cashless catering accounts of students and members of staff as required.
4. To complete administration duties, including emptying, counting and balancing of cash from the cash loaders and vending machines and weekly banking.
5. To undertake till duties as required.
6. To deal with enquiries from pupils, parents/carers and members of staff efficiently and quickly.
7. To support the Catering Manager with the security of the kitchen including the associated store and surrounds, supplies, equipment and in particular the security of cash collected.
8. To assist with all specified duties to ensure compliance with relevant Food Safety and Health and Safety legislation and to react as directed to future amendments. Take all reasonable precautions and exercise all due diligence to avoid breaches of legislation.
9. To undertake the efficient ordering and recording of stock, invoice checking and regular stock checks. Update stock sheets as required in line with price changes.
10. To manage, programme and configure the computerised tills.
11. To attend relevant training sessions, both term time and out of term time and to train others as required.

12. To undertake first aid training and provide cover for general first aid across the college if and when required.
13. To perform any other task or duty commensurate with the grade, under the reasonable direction of the Principal or Business Manager.

**SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c) Expenses will be paid in accordance with the Local Conditions of Service.
- d) This post is subject to a Disclosure and Barring Service check being carried out at an enhanced level regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.**