**People Team**

**Job Description & Person Specification**

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| **Post Title:** | Food Hygiene and Stores Officer | **Department:** | SI - Catering |
| **Hours per week:** | 37 | **Weeks per year:** | 42wks |
| **Contract Type:** | Permanent | **Reports to:** | Learning Manager |
| **Scale & Spine Points:** | Professional Services BPC11 | **Location:** | Bournemouth |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:   * A passion for learning and success * Supportive and caring * Respectful and considerate * A champion for equality through learning * Ambitious and tenacious |
| **Department Overview** |
| Bournemouth & Poole College boasts of having one the UK’s best culinary schools with excellent facilities including multiple industrial kitchens and our renowned public restaurant. We run a range of courses from L1-L3.  Working as part of the professional services team you will support our students in receiving high quality training to give them the skills to progress and succeed in the career of their choice**.** |
| **Purpose of the Role** |
| The role provides a flexible and responsive approach to support students in the training environments. It will require the holder to work as an integral supervisory part of the team where the aim ensures health, safety and hygiene compliance and issuance of resources to support effective delivery of teaching to the students. It is a combination of administrative & physical oversight supervising the full area and its disciplines. |
| **Key Accountabilities & Duties** |
| * Conduct daily inspections of the areas in line with Food Standard Agency (FSA) requirements. Enforcement of Health & Safety and legislative procedures are complied with by the full department. * Monitor and update team on legislative regulations, guidance and legislation, in line with allergens and food process, storage and HACCP control. * Overseeing the stock control and purchasing of all food & beverage goods within the department. * Manage and oversee online food ordering system with the team of Chefs and stores person. * Complete and oversee termly Risk Assessments. * Monitor the areas cleanliness and manage resources of non-food items and equipment. * Lead internal and external Food Hygiene and Health and Safety inspections. Maintain ongoing accurate records as part of our due diligence compliance. * Lead and manage the professional services team, * Oversee financial control of area provision budgets. Manage the expenditure and stock control by the full team. Analyze and report on income against the given budget. * Upon rotation, assume the role of duty manager cover of Bournemouth site. * To engage in professional development and networking for the purpose of growth and updating skills/knowledge. * A flexible approach to other reasonable duties, as the teaching and operational demands dictates.   **\*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.** |
| **Equal Opportunities** |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at May 2024. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager.  A copy of this Job Description and Person Specification (overleaf) is also held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | * Level 2/grade 3 in English and mathematics. | * First aid trained and hold relevant current qualification (willingness to complete short course, if do not currently have). |
| **Post Specific Qualifications** | * CIEH Food Hygiene to L3. * Risk Assessment & Health and Safety to L3. * Allergen Awareness Training. * HACCP Level 2 | * L4 Food Hygiene (willingness to independently complete this soon after appointment) * Membership of CIEH (Chartered Institute of environmental Health) |
| **Work Experience** | * Experience of working within a commercial food establishment. * Identifying & reporting maintenance issues. * Enforcement of H&S and legislative requirements in a catering environment * Leading and managing a team * Conducting H&S/Food hygiene inspections | * Experience in a range of different food establishments. * Experience working with young people or in a training environment. |
| **Knowledge** | * Knowledge and experience of stock and budget control. * Health and Food Safety and Allergen Legislation. * Conducting inspections to FSA requirements * Food ordering systems * Producing risk assessments * Advanced understanding of health & safety and food hygiene legislation * Microsoft programmes | * Use of online systems. * Awareness of further education. * Overseen staff training management or organisation. |
| **Skills** | * Good communication skills. * Experience of leading a team. * Capable of working independently with guidance. * Problem solving * Strong Organisational & time management of self and others. * IT literate. * Experience of placing external orders with suppliers directly. * Delivering sessions to team members on legislation, regulations and guidelines |  |
| **Other requirements** | * Attendance at periodic College events ie open evenings/weekends outside of normal working hours. * Flexibility to work out of hours during term time & Duty manager duties on a rotational basis. | * Ability to be able to travel between sites |