

## JOB DESCRIPTION

**JOB TITLE:** HOSPITALITY STORES CO-ORDINATOR

**LINE MANAGED BY:** Curriculum Manager - Hospitality

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**JOB PURPOSE & OBJECTIVES** To be responsible for the stores operation reporting to the the Curriculum Manager for Hospitality.

**KEY TASKS & RESPONSIBILITIES** Ordering, receipt, storage and issue (in line with current legislation) of perishable and non-perishable commodities, wines, spirits, cleaning materials, disposable items, linen and small equipment.

To keep records and maintain all necessary documentation in relation to control checks for the above, in line with current legislation.

Set, maintain and review stock levels in line with operational requirements, available storage facilities and within budget limitations.

Responsible for stock taking and stock valuation.

Sourcing the best supplier of commodities and materials at the most favourable price in line with the quality requirements of the organisation.

The collation, organisation, detailed record keeping and timeous processing of high volume documentation such as:

- Internal departmental requisitions
- Purchase requisitions
- Purchase orders
- Delivery notes
- Invoices
- Credit notes and statements

The use of computerised systems to monitor expenditure.

Managing stores operation to ensure commodities and materials are available as required by all relevant personnel.

Ensuring that the cleanliness and hygiene standards of food and material storage areas is kept to a standard to comply with current Health & Safety Legislation

Provide a staff rota to cover all areas of Kitchen(s), Bistro and Training Restaurant.

Issuing student kits, both front of house and chef.

Assigning student lockers and securing a deposit.

Ensuring equal support for all Hospitality staff is provided.

Responsible for ensuring all kitchens are resourced to the same level.

Ensuring all requirements are met for attendance at external events/competitions/internal hospitality requests.

Secure cash handling:

- Petty cash
- Receipt of cash from kitchen sales
- Receipt of deposits for Training Restaurant and issuing of receipts

Dealing with both internal and external customers on a daily basis.

Disseminating information relating to prices / price changes to the appropriate personnel.

Liaising with staff to ascertain demand for commodities in practical areas.

## **Corporate Statements and Values**

### **Vision**

To be Scotland's leading College: delivering excellence.

### **Mission**

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

### **Values and culture**

#### **We are:**

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

*This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.*

*This job may be amended in future to reflect the changing duties of the post.*

Date Updated: September 2023