

HOSPITALITY STORES CO-ORDINATOR
Permanent, 35 hours per week, Term-Time
£20,969 per annum, pro rata

We are looking for a highly motivated individual to be responsible to the Curriculum Manager for the operation of the stores within the Hospitality curriculum area of the College.

Your duties will include ordering, receipt, storage and issue (in line with current legislation) of perishable and non-perishable commodities, monitoring and updating inventory records and managing stores operation to ensure commodities and materials are available as required.

With a good level of numeracy and literacy skills and competent IT skills you will have experience of stock ordering and maintaining relevant records. You will also have knowledge of food hygiene regulations and the ability to provide an excellent standard of customer care.

To apply please download the job details and Staff Application Form from our website.

The new PVG scheme replaces enhanced disclosures when undertaking work with Children or Vulnerable Adults. This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807654 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Monday 2nd October 2023**.

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.

