



Job Description and Person Specification

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| Title | Restaurant Trainer/Instructor |
| Area | Service Industries (The Avenue) |
| Responsible to | Catering Skills lead and Avenue Manager |
| Effective Date | |

Job Description

Main Purpose of the Role

- * To provide a flexible and responsive approach to students in the training environment and undertake skills development and competence assessment as required. To work as an integral part of the team where the overall aim will be the development and operation of students learning and assessment.
- * Co-ordinate and supervise the Avenue FOH operations (including bookings and reservations).
- * To support and develop learners in practical activities and related theoretical applications within the front of house duties under the leadership of the catering skills lead.

Main Responsibilities

- * Provide supervision, practical instruction and guidance in areas where skills training and practice takes place.
- * Working alongside the skills lead to support and contribute to the teaching and learning process of both practical and theoretical aspects of food service training
- * To be responsible for the day to day operations, including the use and maintenance of all restaurant resources.
- * Ensure smooth running of the restaurant and bar
- * Giving support to those learners on all aspects of their course
- * To disseminate good practice in learner support
- * To liaise with other ALS staff, personal tutors/reviewers and lecturing staff and contribute to the tracking of student progress
- * Apply Health & Safety related good working practice

- * Provide a positive role model for learners and fellow staff
- * Promote high levels of customer service and maintain a professional image at all times
- * To maintain high professional standards whilst working co-operatively with colleagues
- * To engage in professional development and networking for the purpose of CPD.
- * To carry out and maintain continual administrative duties of restaurant bookings/reservations and issuing of invoices where appropriate
- * Maintain appropriate stock levels for bar area.
- * Liaise with Business Development and Marketing teams at Weymouth College to promote opportunities for wider involvement of stakeholders and community.

All Staff: General Responsibilities and Expectations:

- ❖ Promote the safeguarding and welfare of all.
- ❖ Be aware of College policies and updates available through the College intranet.
- ❖ Drive and participate in the College performance management process.
- ❖ Comply with the College's Equality, Diversity and Inclusion, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations.
- ❖ Contribute to cross College events supporting and promoting the College and the provision.
- ❖ Use all available resources efficiently and effectively, and in line with environmentally and sustainable practices.
- ❖ Attend and contribute to cross-College meetings/forums.
- ❖ Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- ❖ Manage and minimise risk within all areas of responsibility.
- ❖ Adopt and promote employee values and behaviours working within the Staff Code of Conduct.

Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.



| Person Specification | | |
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| Qualifications | Essential | Desirable |
| Teaching Qualification or willingness to work towards A level 3 qualification in Hospitality and Catering or relevant industry experience | | X |
| An assessor award or be prepared to work towards | | X |
| A level 2 English and maths qualification or prepared to work towards | X | |
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| Experience | Essential | Desirable |
| Experience in a quality restaurant establishment with experience of leading the establishment/services. | X | |
| Previous experience of teaching, coaching or mentoring individuals | | X |
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| Skills & Abilities | Essential | Desirable |
| Good interpersonal skills and communication | X | |
| Ability to work as part of a team and individually using your own initiative. | X | |
| Good organisational skills | X | |
| Commitment to continuous professional development | X | |
| Good planning and supervisory skills | X | |
| Competent in Microsoft Office applications | X | |
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| Personal Qualities | Essential | Desirable |
| Punctual | X | |
| Professional and committed | X | |
| Enthusiastic | X | |
| Good role model | X | |
| Ability to work flexible hours within a seven day period to support the smooth running of the Avenue Restaurant | X | |
| Ability to work under pressure. | X | |
| Good personal presentation. | X | |

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| Signed | |
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| Name | |
| Date | |