

The College of St. Barnabas

Job Description

This job description is intended to be a guide to the key areas of accountability and responsibility within your role. It does not represent a finite list of tasks you will be expected to carry out, which may vary from time to time dependent upon the needs of the College.

Job Title: Catering Data Administrator

Accountable to: The Housekeeper

Catering Data Administrator

The College requires an experienced Excel administrator to work closely with the Housekeeping and Catering Departments. He/she will be required to collate the menu options for our residents and guests and to produce numbers for our Catering Department on a weekly basis.

Responsibilities

- To print and deliver meal number sheets to the kitchen and relevant departments on a weekly basis
- To update menu numbers as changes arise
- To distribute weekly menus to our residents
- To communicate effectively with Housekeeper, Deputy Housekeeper and Head Chef on a regular basis
- The ideal candidate should be fully computer literate, and have a solid working background with Excel. He/she should have an eye for detail and accurate data entry skills

General

1. **Confidentiality** – all information relating to the College, its staff, residents and business is to be kept in the strictest confidence both during and after employment and cannot be disclosed without the express permission of the Council.
2. **Personal Development** – you have a responsibility to ensure you keep up to date with legislation and best practice relevant to your areas of expertise and for identifying areas for development and training that you feel you need, in order to fulfill your role and the objectives set.
3. **Ambassador role** – all employees are ambassadors of the College and are expected to behave in a way that promotes its values and ethos.
4. **Health and Safety** – all employees have a statutory responsibility to ensure that neither they nor others are put at risk by their actions or failure to act. All employees are required to know and understand their specific responsibilities in respect of Health and Safety.

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Person Specification

Key Skills / Competencies

- Autonomy
- Attention to details
- Strong IT and Excel skills
- Organisation & time management skills
- Flexibility

This job description will be reviewed from time to time and any changes needed will be discussed and agreed with the Post Holder.