Catering Administrator

Role
This new role within the college will be responsible for providing administration, coordination and support to the catering team.

Working closely with the Catering team, the post holder will initially be part of the Conference & Events team where full training will be provided for key duties, before moving to be part of the Catering department after a year.

Job description
The Catering Administrator will initially report to the Conference and Events Assistant Manager with a dotted line report during that time to the Catering Manager. The Catering Administrator will work with both the Conference & Events and Catering teams to ensure all day-to-day administration is complete within set timeframes.

Key Duties & Responsibilities:

- Manage emails sent to the catering inbox from students, staff and fellows, ensuring relevant information is passed on to appropriate members of the department. Communicate relevant information from the Catering Department to other members of the College.

- Work with the events booking system Mercury to ensure the Front of House (FOH) and kitchen teams both have information on upcoming events in good time. Use the Mercury system to liaise with FOH regarding room clearing after events and update staff on further information on any events coming up.

- Work collaboratively with the Conference and Events team to ensure good information flow to the Catering team and all administrative tasks are completed for each event.

- Attend the daily functions meeting with the catering and conference teams, where all tasks for that day are discussed.

- Coordination and preparation of all menus for the servery, formal dinners and events including allergy information.

- Ensure allergy folders for Fellows and students are up to date.
• Updating of all student, Cafeteria, Fellows and external client menus and upload to online platforms where necessary.

• Prepare signage, seating plans, diet seating plans, diet tickets, wine cards and place cards for all necessary functions.

• Management of the online High Table booking system for College Fellows including adding menus and wine and taking bookings by phone and email. Ensure numbers and diets are shared with the catering team within agreed timeframes.

• Management of the Formal Hall Booking system for students. Ensure bookings are live and numbers shared with the Catering team in good time. Ensure diet tickets are printed on the day of each Formal Hall and make sure each booking is within the agreed conditions from the College Dean.

• Photocopying, laminating, collection of post and ordering stationary for the department.

• Send maintenance requests for the department when required.

• Daily programming of the EPOS till system to reflect dishes and prices from the cafeteria.

• Set up costing sheets and liaising with the Head of Catering and Conference and Events Manager.

• Amend and update risk assessments as required by the Head of Catering.

Additional Duties:
• In conference season, assist in the production of conference welcome packs for all guests arriving to Selwyn, making sure all information is relevant to each guest.

• General administration for the Conference and Events Office, Head of Catering, Head Chef and Butler as required.

Development:
The role will move from the Conference & Events department to the Catering department after 1 full year of training.

*These duties may change from time to time in consultation with the post holder, to reflect the needs of the College.*