

TRELOAR TRUST

JOB DESCRIPTION

POST: Catering Administrator/Hub Shop assistant

ACCOUNTABLE TO: Catering Manager

LOCATION: Holybourne

JOB PURPOSE:

To provide administrative support to the Catering Team/Hub shop

RESPONSIBILITIES:

KEY TASKS

Administrative duties

- General office administration to include filing, going to kitchen daily to liaise with chefs and check that labels are correct, ensure that head chef knows and liaise directly with the dieticians, typing, dealing with correspondence, answering the telephone and responding to general enquiries, find the answer and respond.
- Update the dining room/kitchen daybooks with relevant information for all staff.
- Communicate in person with front of house and kitchen team to update about any changes to requirements i.e., students reported absent, delays to supplies, additional requests
- Create & print signage/posters as required.
- Maintain and print all labels for the café. Check requirements weekly.
- Printing and collating special diets and diet summary sheets
- Maintain the special diet label database liaise with dieticians.
- Liaise with Dieticians/ Chefs to resolve any queries regarding special diet labels
- Keep allergen review form updated and add adjustments to allergen folder. Print new allergen sheets and place in relevant folders.
- Assist the Catering Manager/Head Chef/ FOH Supervisors with general administration tasks including typing up of cleaning schedules, recipes, risk assessments
- Collate student feedback, type up and report on comment books
- Chase up invoice credits, spare parts, maintenance work and assist with scheduling services
- Follow up and respond to all dietary/menu queries and liaise with Dieticians and chefs.
- Take meeting minutes as required
- Co-ordinate and type weekly departmental catering requirements including liaising with other departments to clarify requirements where appropriate.
- Maintain the departments Health and Safety Policies, COSHH and, Risk Assessments.
- Report all faults/repairs to the Facilities department or the appropriate external supplier/contractor regularly check the catering maintenance book.
- Collect post and deal with accordingly. Check catering tray in staff room daily.
- Collect all delivery invoices and book in on Cherry Pi accordingly. Ensure finance receive invoiced from catering suppliers (i.e. butchers)
- Record staff overtime and take paper work to HR
- Collate delivery notes/invoices to orders as received and action any discrepancies.
- Collect, check & record on the spreadsheet café/meal takings and forward to the Finance department.

- Maintain and order stationery for the department.
- To run the basic functions of the shop on a daily basis or on days when the Hub Shop Coordinator/assistant is not present.

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Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
HR Department
Jul 2026

Person Specification – Catering Administrator

MINIMUM	DESIRABLE
Qualifications 1. Good general education to GCSE level (Maths and English at grade C or above or equivalent)	1. NVQ level 2/3 Business administration
Skills and Knowledge 1. Excellent organisational skills 2. Able to communicate effectively with a wide range of people internally and externally 3. High degree of accuracy and attention to detail	
Experience 1. Must have experience of prioritising own workload 2. Experienced administrator 3. Experienced computer user, familiar with Microsoft Office inc Word and Excel 4. Data input experience	1. Experience of working in a Catering Department 2. Has experience of handling cash 3. Experience using Microsoft Office PowerPoint 4. Working within a catering or facilities administration environment
Personal Qualities 1. Systematic - uses systems to organise and keep track of information 2. Initiative - must be able to work without close supervision 3. Trustworthy 4. A commitment to promoting and safeguarding the welfare of students	
Physical Requirements	Clean driving licence
<u>TRELOAR TRUST IS COMMITTED</u> <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u> All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

If you have not heard from us within 3 weeks of the closing date, please assume you have been unsuccessful.