



Job Description

Title:	Instructor - Culinary Skills Training
Reporting To:	Campus Manager
Grade:	Career Grade
Division:	FET Division
Centre:	College of Further Education & Training, Hospitality Campus, Roxboro, Limerick
Function of Job:	<p>The person will be responsible to the Centre Manager for the administration and delivery of assigned culinary skills components. S/he will play a pivotal role in developing relationships with industry employers. S/he must be competent to manage a kitchen in all aspects of ordering, budgeting and HACCP.</p>
Salary Scale:	€49,007 - €77,149 **LSI (Contributory)
Background:	<p>The Hospitality Campus operates under the remit of Limerick and Clare Education and Training Board which is a statutory body with resources to deliver educational and training opportunities to the highest standard in the Limerick and Clare region.</p> <p>The Hospitality Campus opened in September 2014 and has taken a lead role in partnership with SOLAS, industry representatives, and other state agencies, in advising, planning and shaping training provision for the national hospitality industry of the future.</p> <p>Monitoring, review and self-evaluation are core to the Hospitality Campus' ongoing commitment to quality management, development and improvement. The refinement of the Hospitality Campus' procedures and processes, towards maximising the experience of all stakeholders, who engage with the Campus, is ongoing. In this regard, the Hospitality Campus periodically benchmarks the KPIs of its training provision against performance and outcomes in facilities offering similar training.</p> <p>In May 2015, the Hospitality Campus was awarded the European Framework for Quality Management (EFQM), an award that recognises the Campus' excellence in service management and delivery to the learner, enterprise and community.</p>

Duties and Responsibilities

The individual will bring to the role a high level of experience and expertise. The duties and responsibilities of the post are ever evolving as the exigencies of the post require. The below outlines some of the more immediate duties and responsibilities but is not an exhaustive list. The successful candidate will:

- maintain an ethos appropriate to lifelong learning within FET;
- prepare learners for relevant Awards at Levels 4 - 6 on the NFQ, transitional secondary school Culinary programmes, culinary workshops.
- facilitate learners in the acquisition of the practical and administrative skills necessary to work in the relevant environment or progress to higher education;
- carry out assessment through a range of methods, involving setting assignments, examinations, audio, media etc. and marking same;
- work as part of a multi-disciplinary team so as to achieve the best overall outcome for the learners;
- deliver and evaluate existing programmes and research, design and develop new programmes to meet the needs of local and national markets;
- update own skills to reflect changes in technology and work practices;
- use new technology, as appropriate, to assist in delivering and administering training;
- liaise with industry and represent the Hospitality Campus at various events, competitions etc.;
- liaise with industry with regards to work placement, monitor and record a weekly report on trainee progress based on feedback from the employer;
- facilitate and support trainees with placements throughout and at the end of the course that meets their skills;
- organise workshops with Executive Chefs who are working with trainees the Hospitality Campus with regards to the curriculum, course reviews etc.;
- implement all records that are required under the EFQM Framework;
- manage the HACCP system and liaise with the local Environmental Health Officer (EHO);
- carry out purchasing and negotiate contract prices with suppliers;
- order, receive goods and conduct food costing and inventory procedures;
- monitor food costs and maintain efficient costs with menu planning;
- maintain all kitchen management records;
- participate in the Facilities Management Team in the assigned Campus, and as such, play a pivotal role in ensuring that its grounds, equipment and resources are adequately maintained and in compliance with Health and Safety legislation, in so far as is reasonably practicable;
- actively participate in College of FET working groups including QA (Quality Assurance), PL&D (Professional Learning & Development), TEL (Technology Enhanced Learning) etc.;

- work outside normal working hours to liaise with industry;
- carry out functions and work from different sites, if required;
- deliver training in different training sites to include partner sites;
- undertake any other duties / projects as required and directed by Management from time to time having regard to the changing needs of the FET Division and Sector;
- carry out the lawful instructions of the Chief Executive and/or the Director of FET, and fulfil all requisite duties as an Instructor inclusive of responsibility for designated property, equipment and assets of the organisation in his/her charge at any time.

Person Specification

Job Title: Instructor - Culinary Skills Training

	Essential	Desirable
Education and Training	<p>Minimum Certification in Management of food Hygiene HACCP NHP Level 3.</p> <p>Trainers in Industry Certificate.</p> <p>BA in Culinary Arts or other relevant degree/qualification at Level 7.</p>	<p>Masters in a relevant discipline.</p> <p>Training Qualification.</p>
Work Experience - <i>Experience/Skills Required</i>	<p>Minimum three (3) years' experience as a practitioner in craft level in FET.</p> <p>Minimum four (4) years' experience as a Head/Executive Chef in a 4/5 Star Hotel.</p>	<p>Delivered training in a recognised Tourism/Hospitality provider.</p>
Professional Skills - <i>Teamwork</i> - <i>Leadership</i> - <i>Initiative</i>	<p>Ability to work as an effective team member and contribute to team objectives.</p> <p>Leadership qualities and ability to use own initiative to achieve desired outcomes and to accept responsibility.</p> <p>Developing and cultivating partnerships.</p>	<p>Experience in administrative skills.</p> <p>Understand the totality of the job and be prepared for any unforeseen situations that may arise.</p>
Motivation - <i>Knowledge of Post/Organisation</i> - <i>Personal Motivation</i> - <i>Work-related Achievements</i>	<p>Knowledge of National developments relating to programmes, learning and qualifications. Have sufficient confidence in his/her ability to transfer the skills of the occupation as specified in the relevant curriculum/programme specification.</p> <p>Proven record of achievement demonstrating high levels of personal motivation, adaptability and creativity.</p> <p>Demonstrate ability to motivate others and work under pressure.</p> <p>Demonstrate commitment to maintaining a culture appropriate to the FET Sector.</p>	<p>Good overview of the FET Sector within Ireland.</p> <p>Member of a relevant association within the Hospitality Sector.</p> <p>Awards achieved within the Culinary Sector.</p>

<p>Communications/ Interpersonal Skills</p> <ul style="list-style-type: none"> - Verbal - Written - Presentation Skills 	<p>Positive, flexible and pleasant manner.</p> <p>Ability to recognise and manage different forms of interpersonal behavior.</p> <p>Ability to give constructive feedback.</p> <p>Ability to support, motivate and manage individuals and groups.</p> <p>Have the necessary coping skills to deal with conflict, motivational and disciplinary problems associated with training</p> <p>Ability to relate to personnel and stakeholders at all levels internally and externally.</p> <p>Demonstrate the use of Information and Communication Technologies within the learning environment and as an administrative tool.</p>	<p>Ability to work with individuals and diverse groups of interested parties to ensure that all aspects of QA are integrated into service provision.</p>
<p>Circumstances/Special Requirements for the Job <i>e.g Travel; Car Owner; Driving Licence, Unsocial Hours; Base etc.</i></p>	<p>Access to personal transport to meet flexible demands of the post.</p> <p>Evening or Saturday work as exigencies of the post dictate.</p>	<p>Own Transportation and Driving Licence.</p>