



## **FOOD SERVICES SUPERVISOR: RESIDENCES CATERING** (Payclass 5)

### **Student Housing & Residence Life** **Department of Student Affairs**

We invite applications from dynamic, motivated, organized and student-centered candidates for the above post who will work well within an empowering environment, for appointment as soon as possible.

Student Housing & Residence Life is a division of the Department of Student Affairs and primarily offers a living and learning experience to students in residences during the academic period. Part of this experience involves providing catering in 1<sup>st</sup> tier residences, and a few 2<sup>nd</sup> tier residences. During vacation periods, a catering service is offered to guests and students. The UCT catering service operates 7 days a week.

#### **Requirements include:**

- Grade 12 with basic hospitality training **or** 5 years' relevant work experience within the hospitality industry with basic hospitality training
- Previous cooking experience essential
- Computer literacy- MS Word, MS Excel, PowerPoint & Outlook
- To work flexible working hours including late nights, weekends and public holidays

#### **Advantageous**

- Experience in a supervisory role within a mass catering contract / unit
- Experience in a broad-based mass Tertiary catering environment)
- A Hospitality Qualification
- Strong cheffing experience
- A strong administrative background within the hospitality industry
- Verbal, written & stakeholder communication skills
- Client, service & people orientation
- Good working & theoretical knowledge of current legislation & policies governing Human Resources (BCEA) and Health & Safety (OSH ACT)
- Basic financial knowledge
- A valid code 08 driver's license

#### **Responsibilities include:**

- Supervising a UCT catering and student staff complement within the residence
- Cooking in the absence of the chef / cook / as and when required
- Stakeholder relationship management
- Assisting the Controller in monitoring and managing the residence catering operation during the semester and vacation accommodation
- Assisting and supervising the administrative function for the catering operation
- Assisting the Controller with development and implementation of catering projects

The annual cost of employment, including benefits, is between R168 123 and R197 789.

**To apply**, please e-mail the documents listed below in a **pdf file** to Ms. Monavin Phillips at [fssupervisor@vula.uct.ac.za](mailto:fssupervisor@vula.uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Letter of motivation, and
- Curriculum Vitae (CV)

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted and will be required to undergo competency.

**Telephone:** 021 650 1054

**Website:** [www.uct.ac.za](http://www.uct.ac.za)

**Reference number:** E804447

**Closing date:** 18 May 2018

*UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf)*

The University reserves the right not to appoint.