

Operations Manager

Position: Permanent Full Time (40 hours a week)
 Contract/Grade: Individual Employment Agreement (Circa \$60,000pa)

INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury’s three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on “applied” learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

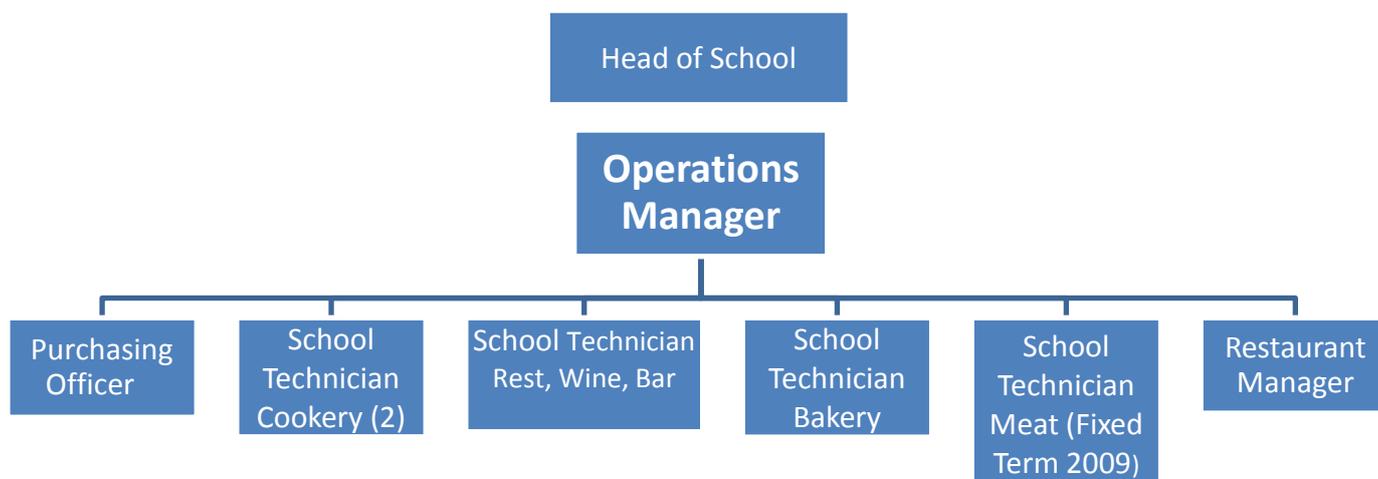
CPIT welcomes approximately 30,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1800 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

The School of Food & Hospitality generates 400 EFTS currently and employs 45 academic and general staff. It is an award winning training centre and works closely with the industry and Industry Training Organisations (ITOs) to be at the forefront of Canterbury’s tertiary level training, and education in food and hospitality. The School is based in its own buildings (U block and MT block) of CPIT’s Madras Street Campus.

ORGANISATION STRUCTURE



PRIME FUNCTION/PURPOSE OF THE JOB

Manage the day to day operations of the following areas within the School of Food and Hospitality:

- purchasing and technician areas;
- shop;
- kitchen operations to support training restaurants; and
- kitchen operations to support functions and events.

DELEGATED AUTHORITY AND RESPONSIBILITIES

Financial: Purchasing authority within the School Budget as negotiated with the Head of School and Finance
Human Resources: As per HR delegations policy
Other: Nil

PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<p>Education/Qualifications:</p>	<ul style="list-style-type: none"> • National Qualification in Professional Cookery Level 4 or equivalent • General Managers Certificate • First Aid Certificate
<p>Experience/Skills/Knowledge</p> <ul style="list-style-type: none"> • Experience as a Head Chef or Sous Chef – 3-5 years. • Experience in operating and managing a kitchen • Experience in managing staff • Experience in building and developing a team • Experience in setting and managing budgets • Intermediate skills in the use of MS Office and current knowledge of systems used in the catering industry • Sound organization and planning skills • Ability to analyse and interpret reports • Ability to develop operational procedures • Demonstrated high level of initiative and leadership • Advanced personal communication skills • Ability to work independently • Effective negotiation skills • Sound knowledge of purchasing and stock control practices • Sound knowledge of sustainability practices appropriate to the School of Food & Hospitality environment • Experience in managing a Food Safety programme in a commercial kitchen environment 	<ul style="list-style-type: none"> • Advanced skills in the use of MS Office • Experience in developing written procedures and operational manuals • Experience in initiating and implementing new developments
<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Strong customer service ethic • Integrity and honesty 	

<ul style="list-style-type: none"> • Highly motivated-self starter • Ability to work effectively with a diverse mix of staff, across all levels of the organisation • Positive, enthusiastic and effective communication style • Ability to meet demanding deadlines • Ability to work independently • Ability to combine attention to detail with an understanding of the bigger picture • Flexible approach with the ability to cope with competing demands 	
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KEY FUNCTIONAL RELATIONSHIPS	
Internal <ul style="list-style-type: none"> • Dean • Programme Leaders • Academic staff • Students • Admin team • Staff across CPIT 	External <ul style="list-style-type: none"> • Canterbury business people • Suppliers • Restaurant, shop and function customers

KEY TASKS	SCOPE
Chef Duties	<ul style="list-style-type: none"> • Prepare food and operate kitchens to support chef training in consultation with Programme Leader and academic staff • Prepare food and operate kitchens for functions and events • Supervise kitchen staff during food service operations • Prepare food and oversee shop operations to maximise revenue generating opportunities • Work with academic staff to develop a range of menus for the operation of the training restaurant functions and events and the shop
Management of Operations	<ul style="list-style-type: none"> • Facilitate and ensure effective communication channels between academic staff, technicians and purchasing staff • Build custom for the restaurant, shop delicatessen, functions and event catering with the Restaurant Manager • Assist in shop service if required • Manage the maintenance and replacement of equipment and utilities in all kitchens and the shop outlet within specified budget constraints and in consultation with the Head of School • Source sponsorship of products to sustain financial viability • Support the activities of the school by ensuring the supply and preparation of product and

	<p>equipment is timely and appropriate</p> <ul style="list-style-type: none"> • Reduce the wastage of product by monitoring the source of supply and ensuring quality product is sourced • Manage the food, beverage and equipment storage systems within the school • Maintain a high standard of presentation of all kitchens/bakeries and the ground floor of U Block including entrance to the building • Assist with and support competition training • Undertake activities to support Salon Culinaire • Manage contract kitchen staff • Manage contract restaurant staff in Restaurant Manager's absence and other casual staff as may be required and approved. • Review and update operational systems, processes and procedure manuals
Reporting	<ul style="list-style-type: none"> • Assist with preparation of reports as requested by Senior staff and/or HOS
Financial	<ul style="list-style-type: none"> • Manage purchasing in conjunction with the purchasing officer • Development of operational budget in consultation with Restaurant Manager and Programme Leader Cookery • Monitor and control expenditure • Develop and manage processes of stock control and checks • Make optimum use of revenue generating opportunities
Health & Safety	<ul style="list-style-type: none"> • Manage the area's health and safety practices in conjunction with the School's Health and Safety Officer • Manage and monitor the implementation of the School's Food Control Plan
Sustainability	<ul style="list-style-type: none"> • Develop and monitor practices of sustainability related to food and beverage products used in the School • Seek 'best practice' in areas of waste management/minimization • Ensure the effective use of resources and utilities including gas, water and electricity.
Staff	<ul style="list-style-type: none"> • Maintain staff information/records – leave, PD etc • Undertake regular communication with staff to ensure they are kept up to date with school activities

- Hold regular team meetings and meet with senior staff/HOS as required
- Coach, mentor and train staff
- Work with staff to ensure a high level of productivity
- Conduct annual performance appraisals

NOTES:

The successful applicant is required to commit to CPIT's staff profile which encompasses foci on students, learning and teaching, innovation, flexibility and continual learning, research, biculturalism, internationalization, disability awareness, environmental awareness and sustainability, health and safety and IT literacy.

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Head of School or delegate**.

FOR YOUR INFORMATION

1. Staff Appraisal

CPIT has in place a negotiated system of staff appraisal in relation to job performance, safe work practices, and the criteria outlined in the CPIT Employee Profile.

2. Professional Development

CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager and time is provided to achieve the plan.

3. CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

4. Health and Safety

Applicants for positions are asked to declare any relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for shortlisting but we do expect you to discuss your needs as part of the interview process or when accepting an offer of employment where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these tender applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions. Eg a hearing test for those involved in engineering workshops.

APPLICATION DETAILS

Applications for appointment must be marked:

Operations Manager

Ref: FC3385

Applications should be addressed to:

Senior HR Advisor
Christchurch Polytechnic
Institute of Technology
P O Box 540
CHRISTCHURCH

Email: hr@cpit.ac.nz
Phone: 03 940 8623
Fax: 03 940 8616

***Applications Close
26 November 2008***

The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.