



Applications are invited for this permanent full – time **Food and Beverage Controller** position.

### JOB PROFILE

**START DATE:** 01 January 2025  
**DEPARTMENT:** Catering  
**REPORTS TO:** Catering Manager  
**CLOSING DATE:** 05 November 2024

<p><b>Organizational Description</b></p>	<p>The Oprah Winfrey Leadership Academy for Girls (The Academy) is a world-class educational platform for girls which is aimed at nurturing a new generation of dynamic women leaders. This residential boarding school is situated in Meyerton, Gauteng Province with just over 300 students enrolled in Grades 8 -12. Grade 12. Students write the Independent Examination Board (I.E.B.) NSC Examination.</p> <p>Applications are invited from suitably qualified candidates. Applications must be accompanied by a covering letter, CV with names of three contactable references, a copy of the highest qualification/s and a copy of identity. Interested candidates must register their profile at <a href="http://www.pnet.co.za">www.pnet.co.za</a> to submit their application. Further information about the Academy can be found on its website (<a href="http://www.owlag.co.za">www.owlag.co.za</a>)</p> <p>Regrettably emailed, faxed and hand-delivered applications will not be considered. Only applications submitted through the Pnet portal will be considered. Only suitably qualified applications will be considered. Should you not hear from us by 15 December 2024, please consider your application to be unsuccessful. The Academy reserves the right not to fill this position.</p> <p><i>'The Academy is a member of the Independent Schools Association of Southern Africa (ISASA) and is an equal opportunity employer.'</i></p> <p><i>'The Academy, in line with the Protection of Personal Information Act (POPIA), will attempt to ensure that the confidentiality of all applicants for this role is protected. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection and reporting process. By submitting your application, you are recognising and accepting this disclaimer.'</i></p>
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<b>Purpose of the job</b>	To provide day-to-day administrative support to the Catering Department to provide a high standard of catering service.
<b>Minimum academic requirements and experience</b>	<ul style="list-style-type: none"> <li>● Matric with an NQF 6 National Diploma in Stock Control/Catering Management or a relevant qualification.</li> <li>● A minimum of three years' Food and Beverage stock management control experience.</li> <li>● A minimum of three years' Food and Beverage costing and calculation experience.</li> <li>● A minimum of three years' experience in budgeting and financial forecast management.</li> <li>● Proven event coordination experience.</li> <li>● Availability to work on weekends when required.</li> </ul>
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>● Efficient controlling of the food and beverages budget/ cost;</li> <li>● Help with stock menus and ensure that the budget is adhered to;</li> <li>● Prepare variance analysis for food and beverage and communicate with relevant parties;</li> <li>● Check and verify all staff meals and costings;</li> <li>● Control the food and beverages outlets in terms of wastage, pilferage and efficiency;</li> <li>● Efficient ordering of stock for the catering team;</li> <li>● Ensure that stock received is in good order in terms of quality and quantity;</li> <li>● Ensure that stock is correctly stored and rotated according to health and safety regulations;</li> <li>● Update and maintain receipts into the systems;</li> <li>● Check and verify all packaged meals;</li> <li>● Prepare daily staff and learner meal cost reports;</li> <li>● Prepare daily and monthly food and beverage report and distribute to management;</li> <li>● Conduct spot checks at all the food and beverages outlets;</li> <li>● Spot check on the receiving department to ensure that the scales are correct and goods are checked for quality;</li> <li>● Check and ensure that no material is issued out from the store without requisition or approval from the head of department;</li> <li>● From time to time, deputize or act as second in charge in the absence of the Chefs;</li> <li>● Timeous completion of any other day to day administrative functions;</li> <li>● Perform any other tasks as and when required by management.</li> </ul>

**Knowledge, Skills and Attitude**

- Demonstrated ability in providing stock management and costing.
- Ability to contribute to the Unit's strategic and operational development process.
- Computer Literacy Skills
- Knowledge of food costing calculation.
- Strong commercial experience in budget forecasting and management.
- Ability to foster strategic partnerships and manage internal and external relationships effectively Strong customer relationship and stakeholder management skills.
- Excellent project management skills.
- Commitment to continuous improvement of the customer experience through service delivery excellence.
- Team player with strong interpersonal skills and commitment to motivating and developing staff and team building.
- Solution oriented with strong analytical and statistical skills.
- Excellent verbal and written communication skills, including presentations and proposals.
- Attention to quality, accuracy and detail orientation.
- Ability to work under pressure and to tight deadlines.
- Proven ability to maintain the highest level of confidentiality.
- Superior planning and organizational skills.
- Willingness to work shifts and on weekends.
- Willingness to participate in the broader life of the Academy and to contribute positively to the ethos of the school.
- Act with the highest integrity and uphold the Academy's standards and values (Respect, Honour, Compassion, Service, Responsibility and Accountability) at all times.