

Royal Northern College of Music

Candidate Pack

Vacancy: Sandwich Artist

Reference No: 2425-40

Closing Date: 12 Noon, Friday 4 July 2025

Interview Date: Week commencing Monday 21 July 2025

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Sandwich Artist

Department: Conference and Catering

Responsible to: Sous Chef

Overall Purpose of the Job

The post holder performs a variety of duties and tasks to ensure the smooth production of all sandwiches for sale at the RNCM. The post holder prepares sandwiches for hospitality and mid-sized conferences and assists the senior kitchen team in the co-ordination of sandwich preparation for large scale conferences and events.

Key Responsibilities, Accountabilities or Duties

Standards:

- Ensure all tasks are carried out to the required standards as set by the senior kitchen team.
- Prepare food to the required specification as set by the senior kitchen team.
- Maintain a clean working environment by ensuring cleaning schedules are completed whilst on duty using the Digital Food Safety Platform.
- Maintain a safe working environment by adhering to all applicable food safety, health and safety and licensing legislation.
- Read daily briefings and shift handovers to familiarise yourself with business requirements whilst on shift.
- Report any issues or concerns to the senior kitchen team.

Kitchen Service:

- Produce wedge pack sandwiches, premium and toasted sandwiches for sale under the Food&Drink brand.
- Undertake cleaning (including deep cleaning) as directed by the senior kitchen team.
- Assist the kitchen team to prepare other foods as required.

Administration:

- Complete all necessary paperwork related to the Food Safety Management System whilst on duty.
- Report any faults to equipment and machinery to the senior kitchen team.
- Follow stock rotation systems; report any shortages to the senior kitchen team.
- Understand the process with regards to forward planning, keep abreast of daily and weekly business via the function sheets.
- To have an understanding of departmental finances including GP, food and other costs.
- Attend training sessions relevant to the post to facilitate continued professional

development.

Health and Safety:

- To ensure all Health and Safety and Food Hygiene regulations are followed and appropriate records are kept.
- To ensure the correct use of cleaning materials and equipment according to chemical policy requirements.
- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the College.

Additional Information

Safeguarding

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

General

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential (E) / Desirable (D)	Method of Assessment
Experience		
Two years' experience in a similar role, preparing a range of sandwiches to set specifications	E	Application Form/Interview
Experience of organising own tasks whilst on shift	E	
Experience of sandwich design and costing	D	
Skills		
Ability to work as part of team	E	Application Form/Interview
Attention to detail	E	
Ability to work in a pressured environment	E	
Ability to work unsupervised	E	
Good comprehension of English to be able to complete paperwork	E	
Basic computer skills to be able to use the digital food safety management system, the kitchen management screens and the stock management system	E	
Ability to anticipate changing demands and react accordingly	D	
Knowledge		
Knowledge of legislation appropriate to the catering service including food hygiene, allergen awareness, health and safety, manual handling and COSHH	E	Application Form/Interview
Qualifications		
Good standard of education.GCSE passes at Grade C or above in maths and English.	E	Application Form /Certificates
Food Hygiene Level 2	E	
Allergen Awareness Level 2	E	
City and Guilds Level 2 in Professional cookery	D	
Allergen Awareness Level 3	D	
Other requirements		
A commitment to supporting the RNCM in its equality, diversity and inclusion practices	E	Application Form/Interview
Flexibility in working hours	E	
Willingness to undertake further training	E	
This role is physically demanding, as such the post holder should have the ability to remain on their feet for the duration of the shift.	E	

Summary of Terms and Conditions	
Salary	Grade 3, SCP 10 to 13, £23,414 to £25,448 per annum (actual pro-rata salary £20,297.60 to £22,060.87 per annum)
Hours of Work	35 hours per week, 40 weeks per year, 0.8669 FTE. The Department is operational seven days per week, hours of work will be scheduled according to business requirements. The current shift pattern for this role is 7am – 2.30pm Monday to Friday.
Annual Leave	25 days per year, rising to 30 after 5 year's continuous service, plus College closedown days and all bank holidays. These will be pro-rata'd to actual hours worked and a payment made in lieu.
Uniform	A uniform and safety equipment will be provided where applicable.
Pension	The post-holder will be eligible to join the Local Government Pension Scheme

Issued by: Joanne Dooley, Head of Conference and Catering

Date of issue: June 2025

About Us

The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via recruitment@rncm.ac.uk.



The Department

Works across the RNCM's Café and Bar and delivers the RNCM'S conferencing services. RNCM staff are entitled to a range of discounts on all food and drink, including 30% off the Café Bar Menu. Show your ID badge to ensure you receive your discount, further offers are available via the RNCM Food and Drink App.

Staff Benefits

Annual leave

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

Working hours

35 hours per week for a full-time role

Flexibility

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

Family friendly policies

Enhanced maternity and paternity pay above statutory payments.

Pensions

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

Employee Assistance Programme

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or

housing advice.

Eye Tests

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

Events

Staff can book one free or discounted ticket to most RNCM promoted events.

Professional Development

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

Travel

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

Staff Discounts

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our Rewards app.

Staff Wellbeing

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

Staff Voice

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.