



City of  
**Stoke-on-Trent**

## **Job Description**

<b>Job Title:</b>	Bistro Manager (Oak Priory and Willow Barns)
<b>Directorate:</b>	Children, and Family Services
<b>Section:</b>	Facilities Management (Schools)
<b>Responsible to</b>	Area Operations Manager – Catering and Cleaning
<b>Responsible for</b>	Food Service Assistant x 1
<b>Grade</b>	Level 6 (TBE)

### **Job Purpose**

To manage and promote an economic and efficient catering operation. To ensure the highest levels of food and customer service are achieved in accordance with policies and procedures of the City Catering Service.

### **Key Duties / Responsibilities**

1. To effectively manage the day to day running of the venue.
2. To be responsible for the production of food and delivery of a catering service as specified in the Service Level Agreement.
3. To ensure the highest possible standards of service, hygiene, safe working practices and craft are maintained.
4. The direction and supervision of staff with an active involvement in the training, monitoring and development of staff.
5. Business awareness to interpret financial/budgetary information and ensure targets are met.
6. Skilled preparation and cooking activities, including special dietary meals.
7. To be responsible for the ordering, receipt and storage of supplies.
8. Washing up and cleaning activities relating to premises and equipment.
9. To handle and be responsible for cash in line with financial regulations.
10. To ensure HACCP procedures are followed and safe working practices in relation to hygiene are adhered to.
11. To utilise IT skills and the use of pre-designed software packages
12. On site liaison with customers, client or their representatives.
13. Report defects or breakdown of equipment to the relevant Officer.

14. To assist the Area Operations Manager in the Marketing of the service.
15. To provide special catering functions as and when required.
16. To undertake such other duties as may be required, commensurate with the grade of the post.



## Person Specification

**Job Title:** Bistro Manager  
**Directorate:** Children, and Family Services  
**Section:** Facilities Management (Schools)

**Minimum Essential Requirements** - Evidenced by: **a:** application form **b:** test **c:** interview

	<b>a</b>	<b>b</b>	<b>c</b>
Must have Level 2 Award in Food Safety and the NVQ 2 Food Preparation and Cooking Certificate along with relevant experience.	✓		
Must be able to operate under pressure and maintain a professional input at all times.	✓		✓
Required to control skilled cooking abilities in a hands on capacity	✓		✓
Demonstrate the ability to ensure the correct and the most economical use of food, equipment, cleaning materials and manpower resources within the available budget.			✓
Demonstrate the ability to communicate in a competent and effective manner with Customers and outside organisations as necessary.	✓		✓
Demonstrate an awareness and be conversant with all relevant legislation (including Food Hygiene and Health and Safety) to ensure the use of correct methods and practices	✓		✓
Must be prepared to be flexible in terms of the working week in an area of service delivery which will require flexible availability			✓
Must be able to assist with the training of staff within the unit in relation to health and safety procedures, hygiene and food production.			✓
Demonstrate leadership skills with a strong commitment to the motivation of a team.	✓		✓
Must be able to provide and maintain accurate records on a regular basis.			✓
Demonstrate commercial awareness			✓

## Conditions of Service



<b>Job Title:</b>	Bistro Manager (Oak Priory and Willow Barns)
<b>Directorate:</b>	Children and Family Services
<b>Section:</b>	Facilities Management (Schools)
<b>Grade:</b>	Level 6 "Subject to Review"
<b>Salary:</b>	£21,589- £23,836

**Duration:** This is a permanent post

**Working Hours:** Your normal hours of work will be 37 per week.

**Annual Leave Entitlement:** You will be entitled to 27 days annual leave rising to 32 days after five years continuous service and eight public / bank holidays. The above entitlement will be calculated pro rata depending upon hours of work

**Sickness Absence:** This will be paid at basic levels. This means that any enhancements normally received for shift work, weekend working and so on will not be paid on days when you are absent from work due to sickness

**Pension Provisions:** For occupational pension purposes you will have the choice of:-

- a. Joining or continuing in the Local Government Pension Scheme.
- b. Arranging your own personal pension provision approved by the Inland Revenue.

**Business Mileage:** If you have to use your own vehicle on council business please ensure that you are insured to do so then the appropriate allowance is payable as per the national scheme.

**Notice Period:** Your notice period will be dependent upon the grade of the post and your continuous service.

**Probation Period:** New entrants to local Government service are subject to a probationary period of six months during which you are expected to establish your suitability to the post.

**Equal Opportunities Monitoring:** New entrants must provide details of ethnicity and disability for the starter forms to enable the city council to monitor its progress towards being an equal opportunities employer.

**Medical Examination:** Your employment is subject to the council's medical adviser giving medical clearance. Initially, this will take the form of a medical questionnaire.

**Clothing and Uniforms:** You must wear protective clothing/uniforms that may be issued to you.

**Disclosure and Barring Service (DBS) Check:** This post is exempted under the Rehabilitation of Offenders Act 1974 therefore appointment to this post is conditional upon the receipt of a satisfactory response to a check of police records. You should note that the existence of an unsatisfactory police check may result in the withdrawal of the offer of employment.

If during your continued employment you receive any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 (as amended on 2013) you are required to disclose to your manager immediately that you have been convicted or cautioned during the period of your employment. Guidance and criteria on the filtering of "unprotected" cautions and convictions can be found on the Disclosure and Barring Service website.

**Asylum and Immigration:** According to the Immigration, Asylum, Nationality Act 2006 you must (if appointed) provide proof of current and valid permission to be in the United Kingdom, and valid permission to do the type of work offered.

Your continuing employment is subject to you having leave to remain and work in the United Kingdom by having a valid work permit. Should your work permit fail to be renewed at a future date, the authority would have to terminate your contract with immediate effect.

**Trade Unions:** As your employer, we support the system of collective bargaining in every way and believe in the principal of solving industrial relations problems by discussion and agreement. For practical purposes, this can only be conducted by representatives of the employers and of the employees. If collective bargaining of this kind is to continue and improve for the benefit of both, it is essential that the employee's organisations should be fully representative. Therefore, it is recommended that employees become a member of a trade union represented on the relevant national joint council.

A full list of the trade unions appropriate to the type and nature of employment is available from HR.

**Other Conditions of Service:** Any other conditions of service are as per the Scheme of Conditions of the National Joint Council for Local Government Services as amended by decisions, rules and regulations of the City Council.