



**North East
Learning Trust**

Bistro Assistant Manager
Ashington Academy
Applicant information pack

Bistro Assistant Manager

Required as soon as possible

Grade 3, SCP 7 – 11 (£20,444- £22,129) actual salary £18,038 - £19,525

37 hours per week, term time plus 5 additional days

Permanent

We are seeking to recruit a Bistro Assistant Manager who will be responsible for the production and presentation of the Bistro menu in our exciting new 6th form facility. The successful candidate will be passionate about creating an innovative menu and introducing new food concepts. We are looking for someone with flair, who will make a real difference to our Bistro service.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

We can offer:

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year

The successful candidate will:

- Be able to demonstrate the ability to use seasonal produce and contribute to the menu design of the Bistro.
- Have the knowledge, experience and flair to create culinary trends whilst maintaining the standards required.
- Have excellent communication skills.
- Demonstrate excellent organisational skills
- The ability to work independently, without close supervision and as part of a team.
- Have a flexible/positive attitude to work – some out of hours/weekend/holiday activity may need to be catered for.

Deadline: Friday 22 April

Shortlisting will take place Monday 25 April with interviews taking place week commencing 24 April 2022.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Bedlington Academy, Palace Road, Bedlington, Northumberland, NE22 7DS.

Job description

Post title:

Bistro Assistant Manager

Responsible to:

Catering Manager

Job purpose:

To be responsible for the production and presentation of the Bistro menu in our new 6th form/staff Bistro area and actively contribute and support the Catering Manager and team to develop and grow the Bistro provision.

Duties and responsibilities:

- Preparation, cooking and service of food and beverages
- To demonstrate ability to use seasonal produce and contribute to the menu design of the Bistro.
- To have the knowledge, experience and flair to create culinary trends whilst maintaining the standards required.
- Ensuring a positive customer experience including front of house meet and greet
- Maintain stock control and rotation of items on display
- Support the catering manager by giving the team support and training, where necessary
- Cleaning duties in the front of house and kitchen as required
- Report any faults to Catering Manager, ensure they are rectified and ensure equipment is not used until safe
- Adherence to all procedures related to Health and Safety and COSHH regulations with regard to food storage, preparation, equipment, materials and general safety
- Ensure that a good standard of hygiene and cleanliness is maintained throughout the kitchen and front of house, to meet the required standards of practice prescribed by Environmental Health Agencies
- Maintain high standards of cleanliness, personal hygiene and appearance at all times
- Setting up of the dining area, where required.
- Assistance with the service of meals and refreshments as required.
- Clearance of the dining area and other service points after meal service.
- Ensure that all equipment, monies and the overall Front of House is safe and secure at all times
- To carry out the administration, collection, reconciliation and security of monies relating to the service including till operation and operation of cashless systems for the Bistro.
- To receipt and carry out the storage of goods, stocktaking and completion of daily monitoring sheets.
- Assistance with thorough cleaning of kitchen area and equipment and dining furniture.
- Assisting with special events as and when required.
- May be required to cover other sites and duties appropriate to the nature, level and grade of the post.

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person specification

	Essential	Desirable
Education/training	<p>City & Guilds 706/1 and 706/2 / NVQ or equivalent in professional cookery / hospitality</p> <p>Excellent numeracy and literacy skills</p> <p>Sound knowledge of food hygiene & health & safety regulations</p>	<p>Experience of working in a similar setting</p>
Experience	<p>Experience of general kitchen duties</p> <p>Cooking experience in catering establishment</p> <ul style="list-style-type: none"> • 	<p>Two years kitchen / café experience preferred</p>
Aptitude and skills	<p>Creativity and a knowledge of culinary trends, experience and flair in order to maintain the standards required</p> <p>Manual skills associated with food preparation</p> <p>Physical skills related to the work</p> <p>Good communication skills</p> <p>Flexible working</p> <ul style="list-style-type: none"> • 	
Personal qualities	<p>Approachable and courteous manner</p> <p>Excellent communication skills</p> <p>Flexible approach to work</p> <p>Able to work effectively as part of a team</p> <p>Self-motivation and able to work independently with minimum supervision</p> <p>Sensitive towards the needs of clients and colleagues</p> <p>Good Health and Attendance record</p> <p>Honest and Reliable</p> <p>Willingness to undergo further training</p> <p>Commitment to safeguarding and promoting the welfare of children</p>	

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.