



**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 (£20,092 - £21,748) actual salary £17,728 - £19,189

**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.

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: Monday 24 January 2022

Shortlisting will take place Tuesday 25 January interviews taking place WC 31 January 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, 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.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. Employees will be expected to

comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

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>	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

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

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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.