

Cafeteria Manager

UHI Orkney

At a glance:

Grade: E

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

To manage the provision of the cafeteria service providing hot and cold food, snacks and drinks for students, staff and visitors to UHI Orkney.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Plan and cost menus which take account of healthy options and dietary preferences for students and staff.
Liaise with administration and academic staff in connection with external bookings and to plan menu quantities accordingly.
Place orders to ensure that a balance of stock is maintained in order to fulfil demand
Check orders in accordance with HACCP control.
Price meals and snacks in accordance with UHI Orkney policy.
Prepare and cook homemade hot and cold foods.
Prepare snacks and sandwiches, including sandwich fillings.
Serve students, staff and others taking account of customer care and portion control.
Prepare buffets, lunches and refreshments for internal and external users as required.
Ensure that a high standard of hygiene and cleanliness is maintained in the cafeteria area.
Undertake laundry duties as required for the cafeteria.
Operate the till, maintain an adequate float, and balance cash on a daily basis.
Place and/or authorise purchase orders from an agreed budget.
Responsible for the line management of designated staff.
Use Microsoft office packages including Outlook to conduct/promote Cafeteria Business.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

SVQ 3 or equivalent SCQF level 6 qualification in food preparation, cooking or other relevant subject
HACCP
Intermediate Food Hygiene Certificate
Approximately 2 years' experience of working in a cafeteria/kitchen environment including cooking
Approximately 2 years' experience of working in a supervisory capacity
Experience of motivating and organising members of a team
Experience of creating menus that promote healthy eating and cater to a wide range of food preferences and intolerances
Experience of costing menus
Experience of health and safety practices and procedures
Experience of following and ensuring compliance with policies and working practices

Requirements of the Role

Disclosure/PVG:	PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	Yes