

JOB DESCRIPTION

Post:	Sixth Form Café Manager
Reporting To:	Assistant Facilities Manager - Catering
Post Level & Grade:	Kent Scheme D, 37 hours per week / 39 weeks per year
	07:30am - 15:30pm Monday - Thursday
	07:30am - 15:00pm Friday

Role purpose

To oversee the general running of the Sixth Form Café, including the following;

- Ensure a high quality, enticing and exciting café provision within our dedicated Sixth Form building
- Work with the Sixth Form cleaning staff to oversee the common room/dining area to ensure high standards of cleanliness and appropriate respect for the area
- Taking a proactive approach to further development and supporting our 'enjoy the journey' agenda.

The aim is to ensure the Sixth Form Café is a key part of ensuring a vibrant, friendly, and exciting Sixth Form provision.

Main Duties:

High-quality Café provision

- Working with the Assistant Facilities Manager - Catering to develop an exciting menu which appeals to students and staff. Ensure this covers as many dietary requirements as possible and reflecting cultural diversity
- Manage stock in line with food safety guidelines
- Manage and maintain HACCP records
- Manage stock levels of food items including ordering from approved suppliers
- To take full responsibility for the preparation and sale of the food, ensuring high quality at all times
- To replenish stock and maintain vending machines
- To operate the cashless catering till within the café
- To operate the card payment system
- Work with students to develop new items, including regular specials and themed events
- Ensure high standards of food hygiene and all appropriate legislation adhered to. This will include full electronic record keeping
- To provide catering support for additional events as requested
- To utilise Northfleet Community Farm produce wherever possible.

Overseeing the dining area/common room

- Take responsibility for ensuring a tidy and well organised area, including working with students and staff to clear away used items
- Regularly check the area for cleanliness and clean where required (wipe surface)
- Liaise with the designated Sixth Form cleaner on ensuring a positive environment
- Working with Sixth Form Leaders to ensure that expected behaviours of students are maintained in the café area.

Proactive development of opportunities

- Liaise with the Assistant Facilities Manager - Catering and Sixth Form Leaders on supporting whole Sixth Form events, including Dream Big days and reward activities
- Proactively look for opportunities to expand range or provide further opportunities and act as appropriate
- Work with the Marketing and Publicity Leader on whole school and social media promotion.

Other duties

- Taking responsibility for, attending, and participating in open evenings and school events which promote the school
- Attend regular meetings with the Catering team so that all are efficient and effective in their roles
- To undertake any other duties that the Headteacher may reasonably request
- Being aware of the responsibilities for Health and Safety of all within the school.

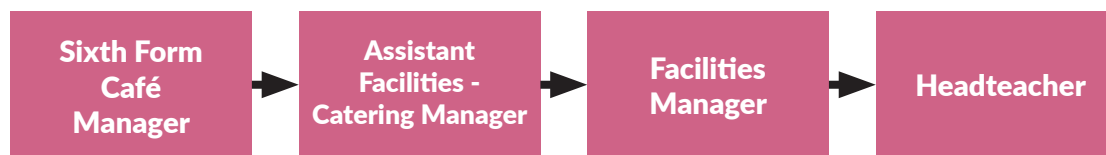
Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

Person specification

Qualifications	<ul style="list-style-type: none">• GCSE in English and Maths at a minimum of a Grade C – or equivalent
Experience	<ul style="list-style-type: none">• Strong catering background, including experience of producing food items• Experience of developing sales within a food environment• Experience of working in a food sales environment (customer facing)• Experience of managing a café or commercial kitchen• Working with young people in an educational setting (not essential)
Skills and abilities	<ul style="list-style-type: none">• Ability to organise and prioritise workload to achieve deadlines• Ability to work in a team and under own initiative• Good communication and interpersonal skills• Being friendly and welcoming at all times to students, staff, parents and visitors• Display strong work ethic and willingness to adapt hours as appropriate• Display commitment to the protection and safeguarding of students• Competent user of computer/technology
Knowledge	<ul style="list-style-type: none">• Basic knowledge of MS office, Word and Excel• Appropriate understanding of food and hygiene legislation• Willingness to learn and develop own practice
Behaviours	<p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none">• We achieve the best outcomes when all staff work together in a supportive collaborative environment• High expectations in all aspects of our work• Staff and students can 'enjoy the journey' <p>In addition, we expect the following:</p> <ul style="list-style-type: none">• A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students• Flexibility to work as required to achieve the best outcomes for students• Integrity and professional pride to do the job properly• Rigorous, consistent and logical approach to ensuring all procedures and policies are followed• Good sense of humour and ability to relate to colleagues, parents and student

Organisation



Signed (Postholder): _____

Dated: _____

Print name: _____

Headteacher: _____

Dated: _____