

JOB VACANCY - CANTEEN SUPERVISOR

Job purpose and scope: To manage the delivery of hot breakfast and lunch services to all S. Norton and Axion site staff. To effectively manage all aspects of the canteen from maintaining hygiene standards, controlling inventory and the day-to-day running of the catering facilities.

Location: Trafford Park, Manchester

Working hours: 42.5 hours per week, 06:00 – 15:00 Monday to Friday

Job type: Full time, Permanent

Main duties include:

- Responsible for determining and planning the weekly menus to ensure no food waste.
- Responsible for buying the food to deliver the menus, ordering in accordance with our approved suppliers procedure.
- Preparation of food for breakfast and lunchtime menus including preparation of meal ingredients for example, washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat.
- Conducting opening and closing checks to ensure effective running of the kitchen.
- Follow and keep the 'Safer Food Better Business' guidebook for good hygiene and management of the kitchen environment to Food Standard Agency (FSA) standards up to date.
- Ensure the kitchen is kept to the required standards of Trafford Council Environmental Health Team. Respond to any queries and manage their visits to the kitchen.
- Control of inventory and ordering stock when required; overseeing food stock levels and restocking on time.
- Ensuring ingredients are tagged, date-labelled, covered, stored and rotated effectively.
- Independent shopping for consumables, e.g. spices, using petty cash provided.
- Occasional requirement to collect supplies from local suppliers with the company trade card.
- Ensure the kitchen is spotless by sweeping and mopping the kitchen floors as well as wiping down kitchen walls.
- To line manage the Canteen Assistant.
- To act as a known skills source and knowledge base for the Canteen Assistant.
- Taking payments for meals, handling cash and card transactions and reconciling at the end of the day.
- Find suitable temporary cover for staff absence.
- Arrange twice yearly deep clean of kitchen by external cleaning provider.
- Arrange servicing and cleaning of kitchen extraction hood to comply with Fire regulations.
- Work in line with the company's Mission, Vision and Values.
- Any other additional duties as required.

Required Qualifications/Experience/Competencies:

- 2 years (minimum) Catering experience essential
- Level 2 Food Safety and Hygiene Certificate essential
- NVQ Level 2 or 3 (Food Production/Cooking) preferred
- First Aid at Work trained
- Working knowledge of catering equipment
- Sound understanding of food allergies and food-borne illnesses
- Line management experience desired
- Positive, can do attitude and self-motivated
- Polite, helpful manner
- Well organised and works well under pressure
- Excellent communication skills, both written and verbal
- Willing to undertake any additional training

Applications:

Please email your covering letter and CV to jobs@axionrecycling.com.

Alternatively please post your covering letter and CV to: Christopher Camm, Axion Recycling Limited, Tenax Road, Trafford Park, Manchester M17 1JT

Application deadline: 20/08/2021

Expected start date: 01/09/2021

No agencies please