

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Bistro Supervisor</b>
<b>Job Location:</b>	<b>Brunswick Village</b>
<b>Reporting to:</b>	<b>Service Development Manager</b>
<b>Hours of Work:</b>	<b>35 hours per week excluding lunch</b>
<b>Salary:</b>	<b>£11.00 per hour, rising to £11.44 after successfully completing probationary period</b>

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## **PURPOSE OF JOB (as set out in the draft contract of employment)**

- a. To oversee the running of an appropriate Bistro Service within the Brunswick Village extra care scheme to the residents and other services within the scheme and eventually members of the general public.
- b. To offer leadership and direction to other members of the Bistro team.
- c. To promote an enabling environment where people feel supported and valued, and to contribute to a service which reduces social isolation in older people.
- d. To ensure that the Equal Opportunities and Health and Safety policies of Age UK Manchester, as they apply to the office situation, are adhered to.
- e. To provide relief cover to other staff when required.

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## **TASKS**

1. To plan menus that are nutritious, appetising and that meet personal needs and choice in a cost-effective way.
2. Knowledge of catering for a range of dietary preferences and requirements.
3. The ability to plan catering 'events' and special occasions.
4. To plan, order and maintain minimum food stock levels and stock rotation schedules.
5. To oversee cleaning schedules and ensure high standards of cleanliness are maintained in kitchen and dining area with robust procedures in place.
6. To liaise with onsite staff regarding food provision for the scheme and have regular ongoing contact with the older people within the scheme in a friendly and approachable manner.
7. As supervisor of the Bistro service, be familiar with Food Standards Agency regulations and have a working knowledge of Safer Food, Better Business.
8. To be responsible for the safe handling of cash in accordance with Age UK Manchester policies and procedures as laid out in the Staff Handbook.
9. To report any faulty / broken equipment in a timely manner.
10. To work in accordance with Age UK Manchester Health and Safety Policies.
11. To ensure the proper handling of cash and other valuables in accordance with the procedures laid down by Age UK Manchester.
12. Other duties as required.