

Job Description

Post: Compliance and Administration Officer (Catering)

Purpose

To challenge educational and social disadvantage by supporting the Catering Operations Manager with day-to-day office-based tasks in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Communicate regularly with each Operations and Business Manager (OBM) to understand each catering operation and how the style of service affects budgeting, including food and labour costs.
- Design and produce reports to demonstrate the efficiency and effectiveness of the catering operation and present reports to the Principal / OBM for each academy to review.
- Assist the Catering Operations Manager to report weekly sales to each academy and how uptake in each academy can be improved.
- Assist with the catering marketing strategy and help develop the Dixons catering brand and social media content, as required.
- Support the Catering Operations Manager / Catering Managers to produce budgets for each academy, using year on year data and communicating this to the Finance team.
- Assist the Catering Managers and Finance team with financial management system queries including missing invoices and PO numbers.
- Assist the Catering Operations Manager / Catering Managers / OBMs with the administration of any HR related queries for each academy.
- Plan effective recruitment for each academy, liaising with HR / Payroll to ensure relevant documentation is completed and induction processes are implemented for all new starters (including the apprentice scheme).
- Liaise with contractors to arrange PPM works when needed and communicate with the academy as necessary.
- Ensure all health and safety / Smartlog training and testing is up to date in each academy.
- Assist the Catering Operations Manager and Finance team (procurement) to ensure all catering related contracts are up to date whilst ensuring value for money and best practice.
- Lead on the capital bidding process, working closely with the Catering Manager / OBM, including obtaining quotes from suppliers and supporting planning for the related works.
- Organise and implement virtual / in person workshops and training events, such as the delivery of Toolbox Talks, and ensure that all certificates for attendees are uploaded to Smartlog.
- Take minutes for meetings and arrange room bookings as and when required.
- Liaise with suppliers for procurement of equipment and resources for the Catering teams e.g. PPE / uniforms / cookware.
- Develop positive, effective working relationships with colleagues and academies within the Trust.
- Prioritise and plan tasks to ensure that deadlines are met; maintain tidy and organised workspaces and storage areas.
- Operate relevant equipment / IT packages (e.g. Office 365, internet, intranet, e-mail).
- Engage fully in the Trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the Trust's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the Trust calendar.
- Consistently implement all Trust policies; contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Catering Operations Manager or designated member of staff.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.