Mellors Catering Services are currently recruiting for a:

**Area Support Manager**

Mellors Catering Services is the first choice contract caterer in the north for catering in the business, industry and education sectors.

From food on the plate to design and turn key project management of new catering developments, Mellors brings commercial experience and local resources to your organisation.

Our Mission is: **Top quality service and food create happy and successful people**

Job Details:

Environment: Schools and Business in Industry sites

Hours: 37.5 hours per week

Accountable To: Area Manager

For this role you must be able to drive and have your own transport. You will be able to claim all business mileage. Business mileage will account from the nearest unit to your home within the patch.

**Area Support Manager Role Purpose:**

The role is to provide secondary support to Area Managers by managing catering units which include both educational and business & industry sites.

* Provide assistance to the Catering Manager in managing catering units
* Provide relief for Catering Managers who are on holiday or off sick providing full catering, vending and extensive hospitality services
* Carry out disciplinary investigations where necessary
* To promote a positive image and act as an ambassador for the company at all times
* Assist with training and development of employees
* Manage teams (including managing their performance, training and development, absence management and disciplinary if required)
* Assist with the training of managers to ensure they achieve budgets and other company targets
* Manage client demands, ensuring client relationships are developed in a professional manner
* Ensure all food hygiene and health and safety regulations are adhered to at all times
* Adhere to existing and new working practices, methods, procedures and respond positively to new and alternative systems
* Assist with stock taking
* Carry out unit audits and health and safety audits
* Complete relevant unit required paperwork to company standard
* Completion of timesheets
* To ensure company deadlines are achieved whilst working at any contract
* Recruit, induct & train new staff
* Participate in training and development
* Carry out ad hoc duties as directed by Area Manager
* To recommend operational efficiencies and improvements on an ongoing basis

**Essential Qualifications & Experience Needed To Be The Area Support Manager:**

* Individual will need minimum NVQ / City Guilds Level 2 catering qualifications
* Previous contract catering experience is requited
* You will also be IT proficient.
* Ability to work as part of a team
* Ability to identify the needs of staff and assist accordingly
* Ability to understand and manage the diverse relationships between clients, staff and other stakeholders
* Ability to promote a welcoming environment to our customers
* Neat and tidy in appearance
* A natural positive person with a ‘can do’ attitude, prepared to assist the rest of the team and the company

From time to time, the company may ask you to work outside of your usual location and working hours. Therefore, flexibility is a must for this role. You will also be expected to work at weekends from time to time when covering B&I units or for special functions/occasions.

It is necessary for the company to apply for a DBS check at commencement of employment.