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| **Assistant Functions Manager** |
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| **Service:** | Place Directorate  | **Grade:** | Grade 3A+2  | **Salary:** | £26,137 to £29,636 |
| **Reporting to:** | Commercial Manager | **Location:** | Various across Salford | **Hours:** | 36 hours |
| **About the role** |  | **Our priorities**  |
| * To contribute towards the development and maintenance of an efficient and effective commercial catering service which meets the customers needs, profitability and exceed their expectations.
* Regular evening and weekend work.
* Effective menu planning, ordering, production and stock control to minimise wastage whilst constantly controlling the stock and expenditure levels inline with pre-determined targets.
* Ensuring all trading targets are met including recommending any remedial action required.
* Demonstrate compliance with all relevant policies, codes of practice, procedures and legislation.
* Participate in the staff recruitment and selection process and handling of grievance, disciplinary, sickness absence and welfare matters as necessary.
* Accurate and prompt completion of records and returns as required, enabling the collation of information required to produce periodic unit trading reports
* Take appropriate action to ensure the safety of staff, customers and buildings and all other resources via inspections of facilities (both internally and externally) and equipment including the implementation and monitoring of a cleaning programme
* Lead example whilst continually coaching and mentoring to meet identified training needs.
* Effectively deploy staff to required locations
* Contribute ideas to promote and market the service identifying and meeting customer needs
 |  | Lacie RAID Backup:USERS WORKING FILES:Johnny_Working files:3-4995 - Role profile template:Working files & Artwork:Working files:3-4994 - Great Eight_Poster copy.png |
| **Key outcomes** |
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| * Maintaining the highest level of contact and communication with customers, staff and relevant officers to ensure confidence in and satisfaction with the service.
* The development and implementation of the marketing and business plans for the service.
* Monitoring, leading and directing staff within the service to maintain an acceptable level of performance and to develop a team culture.
* Carry out their duties with full regard to the City Council’s Equal Opportunities, Health and Safety and Community Strategy policies
 |  | * To contribute and demonstrate a commitment to the City Council’s Crime and Disorder Reduction Strategy
* Effective people management in line with the City Council’s policies and procedures
* Ensuring a safe and legislatively compliant service is delivered to all customers
* Safe and effective management of functions
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| **What we need from you** |
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| * Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes
* Professional credibility through proven relevant experience
* Model and demonstrate our values and leadership behaviours
* Ability to work effectively as part of a team in a fast paced environment and also be able to work alone at times
 |  | * HND or equivalent in Hospitality Management and holder of a personal licence is desirable.
* Qualified with a Food Safety Hygiene certificate is essential
* A full clean driving licence and own transport is essential
* Excellent communication skills to effectively engage with customers, staff and relevant officers to ensure confidence and satisfaction is maintained
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| **Our leadership behaviours**  |  | **Our values**  |
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| **As a values-based leader you will:*** Model the values and embed them in the way your team delivers services
* Hold people accountable for delivering the values
* Respect and care for others, treating everyone fairly, recognising the importance of ensuring equality of opportunity for all, and listening and acting on the things people say
* Be honest, taking responsibility for your actions and decisions
* Use resources that you are trusted with wisely
 |  | **To lead and develop people you will:*** Listen to understand, not to defend
* Give people the freedom to use their initiative
* Provide opportunities for people to discuss and solve problems and issues
* Regularly provide coaching and support to others to help them achieve their objectives and potential
* Appreciate and build on people’s strengths
* Motivate, engage, encourage and inspire others in order to be the best they can be
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| **To create a performance and development culture you will:*** Be visible, inject pace, vigour and purpose
* Expect high standards; mediocrity is not acceptable
* Take an evidence and whole system approach in making decisions
* Maximise technology and models to deliver quicker, easier, better services
* Have a digital mindset, fully utilising digital systems and solutions to deliver services differently
* Set context and challenging goals that will motivate people to take ownership, maximise performance, and develop
 |  | **To build and communicate a vision for the future you will:*** Be optimistic and ambitious for the city and its people, helping others to understand the need to transform public services
* Build strong collaborative relationships to find creative ways to make services more sustainable and flexible
* Recognise and values the strengths of people and places, taking a strengths-based approach to make the most of opportunities
* Support people through change, in undertaking new things, and taking risks
* Take a place and whole system approach in designing, delivering and leading services
* Ensure an inclusive approach with the aim of reflecting the increasing diversity of Salford
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| **Application guidance** |

We are a values based organisation so reflecting our values or a values based approach in your evidence will support your application.

The ‘Key outcomes’, ‘What we need from you’ and ‘our leadership behaviours’ sections of the Role Profile are there to give you an understanding of what we would like to see reflected in your application. Don’t give up if you are not able to reflect all of these in your application.

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