



## AYLSHAM AND DISTRICT CARE TRUST JOB DESCRIPTION

<b>Job title:</b>	<b>Head of Food Services</b>
<b>Normal place of work:</b>	The ACT Centre, Aylsham
<b>Accountable to:</b>	CEO / Operations Manager
<b>Hours:</b>	Full or part time by agreement
<b>Salary:</b>	£22,000 per annum, pro rata

### **Job Purpose**

To take day to day management responsibility for all food services offered by Aylsham Care Trust. You will be accountable for the operation of the service and for the outcomes of our key activities which currently comprise meal delivery services, supported lunch clubs and a commercial café. You will deliver these services in accordance with our vision to see people in Aylsham and District supported and to feel cared for, to be connected in their community and to feel a sense of belonging

### **Key responsibilities:**

- To manage the staff team on a day-to-day basis
- To integrate and look after a team of volunteers
- To be responsible for staff training, that it is up to date, using the online portal and correctly certificated
- To ensure compliance with all matters of regulation including food hygiene, health and safety, safety of equipment
- To carry out a regular inventory
- To coordinate and manage supplies including sourcing, purchasing and collection of provisions
- To recruit appropriate staff and volunteers in accordance with ACT values
- To contribute to the careful management of finances
- To contribute new initiatives and develop new ideas
- To carry out staff performance appraisals
- To be the conduit for all communications between executive and staff team including email and verbal communications
- To keep line management informed as appropriate
- To report in accordance with guidelines and in a timely manner
- To support the organisation and live out its values
- To work to ensure that food services supports and complements the organisation in general and its various services

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