

We've built our reputation on our people, our service and our honesty. Personality is key in this game and we want yours to shine.

We're proud of our huge family of amazing Clients and are welcoming more into the SureFoot way of life all the time. Check our website for more information on our Services, Clients and Company Values.

## Food Safety Advisor

When Clients think of SureFoot, they think of the people at SureFoot. There's no sexy product or fancy marketing to hide behind. Therefore, a Safety Advisor has to really be the face of the business everyday. They lead by example, are super-organised, genuine and friendly. In the same three hours, they can be chatting with the Kitchen Porter, giving some hard feedback to a Manager and summarising the highs and lows with the Area Manager.

Safety Advisors have amazing time management skills; planning complex diaries and appointments months in advance, only to have them turned over in days. Our Clients love the Safety Advisor's eye for detail and their approachability and fairness. Responsible for assessing all areas relating to safety, our Advisors know their stuff when it comes to Food, Fire and Health and Safety.

Every Client has a designated Client Manager, but it's you the business really sees everyday. This means you get to build fantastic relationships with a huge number of people and are often their first point of contact for support.

Safety Advisors are completely field based and rarely found in our Soho offices (No problem to pop in and say hi though!) They work wherever our Clients have sites, which can be anywhere in the UK, but more often than not are in London. Reporting to the Client Manager, almost daily over the phone, they see the rest of the team at meetings or maybe on a staff night out.

## We'll love you if you...

- Have experience of working in a catering business, ie; restaurant, bar, café, food manufacturer etc
- Are amazing with people and can handle the whole range of human emotions including crying, anger, frustration, pride and ambivalence
- Love travelling around London every day and sometimes across the UK and internationally
- Enjoy working on your own, making your own decisions and solving problems
- Can plan a complex diary weeks in advance, only to have it turned on its head by Wednesday
- Live somewhere near London and have a full driver's licence
- Have any previous experience of auditing, inspecting or assessing a food business and hold food safety qualifications
- Are a spelling and grammar freak
- Have a minimum Level 3 Food Safety

## Today's Thursday...what might an Advisor be doing?

- Responding to 2 customer enquiries
- Coaching a new chef on how to cool food properly
- Explaining clearly how a Restaurant Manager can improve their standards
- Chatting to another Safety Advisor about something they found during an assessment
- Being the bearer of good and bad news to the Operations Director
- Completing another assessment in the afternoon, this time with a food quality assessment included – yum!
- Checking the allocation to ensure all assessments are on track in your diary
- Finishing writing the 2 reports from today and emailing out to the Client's MD, Finance Director, Head of Safety and Operations Manager

## Salary Range & Benefits

The annual salary is in the range £22-£27K pa. The exact amount will depend on your experience. But work isn't all about money. Everyone at SureFoot has the right to challenge existing practices, make recommendations and really shape the business. You get autonomy over your own diary and the chance to make a real difference in a Clients' world. We're also flexible in terms of out of work commitments. Our philosophy is that as long as the work gets done, you should be able to manage your life how you want. In addition, there's a company pension scheme, income protection (if you're off work for a long time) and more than 5 weeks holiday.

## What do I do now?

Email a brief CV to [info@surefootsolutions.com](mailto:info@surefootsolutions.com) We do look through hundreds of applications, so a 2-page CV is plenty, just makes sure it covers:

### **Name, address, phone and email**

**A brief summary about yourself** - what you're up to in life, both at work and at home, and what you can bring to our team.

**Employment History** - Your last 2 jobs is fine (unless there's something relevant you wanted us to know).

**Qualifications** - And your highest/most recent qualifications is enough. Whether you have an A\* or a C in GCSE Maths is unlikely to affect your chances!

**References** - We'll request them anyway, so may as well include them

