

## Job Description

### Catering Manager

**Reports to:** TBA

**Salary:** £27,000 + 5% pension contribution

**Hours:** 40 hours per week

**Holiday:** 28 days plus Christmas Day, Boxing Day and New Years Day

**Contract:** <sup>[1]</sup><sub>[SEP]</sub>Permanent

**Level of disclosure check:** Enhanced

#### **Main purpose of post:**

To manage the Catering team in order to ensure the provision of nutritious and delicious meals for our customers, whilst maintaining high standards of cleanliness within the kitchen and Longhouse.

#### **Key Tasks:**

##### **Managing a team**

1. Recruit, train and supervise all kitchen staff including induction, conduct appraisals at regular times in conjunction with Training and Personnel
2. Produce effective and balanced rotas and allocating time off ensuring all work periods are fairly distributed between the team, recording absences
3. Supervision of the maintenance, hygiene and cleanliness of the kitchen, including organising and maintaining daily routines, record keeping and regular servicing of equipment
4. Ordering food, budgeting, liaising with suppliers, organising six monthly stock takes
5. Liaising with Head Gardener over seasonality and availability of food from the garden
6. Negotiating with suppliers and ensuring upkeep of all kitchen machinery

##### **Catering**

1. Planning, cooking and serving nutritious meals according to the customer group and ensuring minimal food waste. Menus to reflect seasons and produce available from the garden and to be shared with

line manager at least a fortnight before they are due to be delivered, including summer and camping food requirements

2. Dietary requirements and concerns to be discussed with Sales and Marketing Director and Office Secretary
3. Occasional planning and cooking meals for some events (not Weddings)
4. Liaising with The Longhouse Wedding Coordinator and wedding caterers for use and cleanliness of kitchen

### **Dining**

1. Overall management of the Longhouse dining area including cleaning, meal set up and clean down
2. Work with the Head Housekeeper to ensure calling up for meals is efficient

### **Customer Care**

1. Ensure guests are delighted and cared for throughout their stay
2. Ensure that feedback from customers is considered and, where applicable, acted upon

### **Health and Safety**

1. Health and Safety in the kitchen and Longhouse ensuring all regulations are enforced
2. Ensure the completion of reports and evidence gathering of incidents where involved
3. Assist in the reviewing of specific procedures and risk assessments annually
4. If not already held, completion of a COSSH and Level 3 Food, Health and Hygiene course will be expected
5. Kitchen, stores and dining areas will be regularly deep cleaned with records kept
6. Ensure all recycling is managed effectively
7. All laundry must, everyday, be taken from the changing areas and kitchen to the laundry room and in negotiation with Head Housekeeper either washed and dried or left in an agreed place for the housekeeping team to clean
8. Be a point of call for first aid

### **Other**

1. Actively uphold the Centre's environmental policy and make suggestions for improvements where necessary
2. Production and regular updating of a training manual for the kitchen including user manuals for all equipment

3. Production and regular updating of a recipe book, including how to scale up and down for different group sizes and recipes for specific dietary requirements
4. To work effectively and efficiently with all other teams
5. As part of the management team attend a weekly meeting with all other members

## Person Specification

### Essential

- Need to have a passion for catering
- Ability and experience of managing budgets
- Understanding of the vital importance of cleanliness in the catering areas and experience of EHO visits
- Understanding and acceptance of Mill on the Brue's environmental policies
- Proven experience of managing a happy and productive catering team and commercial kitchen including staff rotas and efficient record keeping
- Proven experience of delivering high quality, nutritious meals to large numbers across multiple sites
- Demonstrable experience of working with local suppliers to provide seasonal produce
- Experience of writing menus to take account of a variety of dietary needs
- Ability to work evenings and occasional weekends
- Driving license and ability to drive
- Able to work on a multi-level site – there are no lifts
- Role model, with ability to work effectively with a diverse team
- Must like children and young people

This list of tasks is not exhaustive and will be reviewed from time to time in discussion with the post holder.

Mill on the Brue is committed to safeguarding and promoting the welfare of children and young adults and expects staff and volunteers to share that commitment. An enhanced disclosure check will be sought in relation to the successful applicant for this post.

ALL staff are required to be fully Covid-19 vaccinated unless medically exempt, and proof may be requested.