

## Job Description

Post Title:	Catering Manager
Hours:	FULL TIME (42 hours per week, inclusive of breaks) to include regular evenings and weekends working 5 days out of 7
Salary:	c £26,000 to £28,000 depending on experience. 23 days holiday plus statutory Bank Holidays
Base:	Norden Farm Centre for the Arts, Maidenhead SL6 4PF

### Overview:

This is the ideal opportunity for someone looking to transition from Chef to Catering Manager or for a Manager to work in an environment with more family friendly hours than normally found in the catering industry.

It's an extremely varied role from café service to private functions and corporate events. From Weddings to children's parties. The arts centre environment sees an interesting customer base including theatre & comedy audiences, classes participants and function guests.

No two days will ever be the same. Guaranteed!

There is free car parking and free tickets to \*shows and films (\*Ts & Cs apply)

Generally, there are two clear days off a week (Sundays and Mondays) and food service ends at 7.45pm.

### 1. Job summary

The Catering Manager is responsible for the daily operation of the catering outlets, ensuring all customers receive a consistently high standard of food and service. The Catering Manager will also be responsible, in conjunction with the Chef and Assistant Catering manager, of ensuring that Health & Safety and administration procedures are adhered to. Additionally, the Catering Manager will be responsible for the profitability of the department, ensuring GP and sales targets are achieved.

The Catering Manager reports to the Events and Operations Manager, and has responsibility for the supervision and training of the Catering team

This is a key role in the organisation, and you will be required to compile a monthly catering report.

## **2. Key responsibilities**

1. To manage the running of the catering operation, ensuring it is run efficiently and effectively.
2. To undertake day to day management of the catering department and it's staff team, and assist members of the team where necessary.
3. To ensure that high standards of customer care are maintained at all times.
4. To maintain a safe, secure and hygienic working environment, ensuring a five star rating is maintained
5. To cover the Head Chef or Sous Chef when required, including annual leave and absence
6. Actively support the catering team in managing the development and delivery of the catering department.

## **3. Detailed job description**

- To manage catering staff and to maintain staffing rotas, ensuring adequate levels of staff in all catering areas, while controlling spend to keep within budget
- Develop new areas of the business in conjunction with the Events and Operations Manager
- To complete all end of month tasks, to include invoices, stock taking and payroll
- NVQ level 3 in professional cookery or City and Guilds equivalent is desired
- Level 3 Managing food safety is required
- To ensure that all visitors to the Centre and its catering outlets receive excellent quality service and offering.
- To ensure that the catering areas are kept clean, tidy and are regularly re-stocked.
- To be responsible for ensuring all catering areas are properly secure.
- To ensure that all kitchen and catering equipment is maintained and serviced

- To ensure chemicals, detergents and general cleaning materials are correctly used and stored in accordance with instructions and COSHH regulations.
- To ensure that all staff are appropriately dressed for duty.
- To ensure stock levels are maintained and to report any shortage.
- To manage all catering functions, meetings and events
- To create and design interesting, varied and inclusive seasonal menus and daily specials, ensuring all allergens are highlighted and communicated
- Any other duties as may be required as part of the Catering Manager function.

#### **4. Person specification**

The Catering Manager will have a positive, cheerful personality, with an excellent understanding of the running of restaurants, bars and events.

You will have at least two years experience in a Catering or F & B manager role.

You must be a confident Front of House leader with an ability to build sound relationships with other staff and clients, and a clear understanding of food hygiene and health and safety.

You will recognise the importance of innovation, service and presentation and be ambitious to play a major part in the development of the catering outlets within a community arts venue.

You will have back of house kitchen experience enabling you to assist when necessary