

Job Description

Title:	Catering Manager
Reporting to:	Operations Manager
Salary:	£28,827 - £31,966 per annum
Contract:	Permanent, full-time 40 hours per week

Purpose

To manage the catering function efficiently ensuring high standards and exceeding customer expectations.

Responsibility for the budget and all aspects of the catering function including:

- Day to day management of the kitchen operation
- Stock ordering on a daily and weekly basis from multiple suppliers
- Menu planning for all ranges of clients and dietary requirements
- Creating and maintaining allergen information sheets for all meals
- Stock control, invoicing and monthly stock taking tasks
- Directly training and managing the catering team to deliver high quality meals
- Ensuring all H&S and FH regulations are adhered to
- Perfect maintenance of cleanliness within all aspects of the kitchen
- Liaising directly with group leaders pre and during trips to ensure satisfaction

**CATERING MANAGER
PERSON SPECIFICATION**

Mount Cook will consider applications from individuals who do fully meet all the essential criteria and will provide training as required.

	Essential	Desirable
Experience	Experience in a similar venue, eg hotel, hostel, school environment	
	Planning menus	
	Carrying out monitoring check and controlling stock	
	Administrative experience	
	A keen interest for provision of healthy quality meals for large groups of children and adults	
Skills and Knowledge	Verbal communication and observational skills	Supervision of staff
	Written and numerical skills for administrative work	Knowledge of dietary and cultural requirements
	Preparation and cooking of full range of meals	An understanding of setting budgets, including gross profit reporting
	Ability to respond to individual needs	Willingness to develop a team
	Knowledge of health and safety and food hygiene to ensure safe working practices, food hygiene and personal hygiene	
	Knowledge of portion control and the importance of nutrition	
Personal skills	Ability to relate to and work as a team	
Qualifications	Level 3 Catering Supervisor Food Hygiene qualification or equivalent	