

Post:	Catering Manager – St Kentigern’s Social Club
Date:	Commencing July 2022
Pay and Hours:	£13.33 per hour
Contract type:	Zero Hours Contract
Rules and procedures:	As detailed in the contract, employee and health and safety handbook and as circulated from time to time.

Job Description

Title:	Catering Manager
Your Employer:	SDC Trading Limited
Your line manager:	The Club Manager

General description of the role

- Planning, organising and providing high-quality catering and hospitality services to customers and visitors to the club in accordance with all food hygiene, health and safety and other legislation.
- Supervision of catering staff.
- Maintain effective control systems and records to meet food safety, accounting and audit requirements.

Specific Duties & Responsibilities

1. Staff supervision

- Supervise food and beverage staff in the catering and hospitality functions of the Club as required.
- Provide basic training and guidance to serving staff so that they perform their duties well.
- Ensure the catering service staff’s behaviour at work is in accordance with the SDC employee handbook.

2. Premises and kitchen supervision and orderliness

- Ensure the kitchen, preparation and service areas are kept in a clean and tidy condition, inside and out at all times.
- Ensure that the function of other hospitality responsibilities cleaning, setting out and event preparation are performed to a high standard so that customers receive a high-quality experience of the facilities.
- Ensure adequate security of the catering facility, serving staff, food stocks and cash at all times.
- Ensure that all security measures are observed and any faults or inadequacies which could affect security are reported to your line manager immediately.
- Ensures food preparation and service are operated in full accordance with all relevant food hygiene and safety legislation.
- Ensure that any changes in legislative requirements are fully implemented so as to maintain compliance.
- Establish, implement and review the Safer Food Better Business management system (or any subsequent equivalent),
- Maintains and rotates appropriate stock levels of consumable and non-consumable items necessary to provide the catering services and to maintain high standards of cleanliness and hygiene at all times.
- Order food and non-consumables only from suppliers approved and authorised by the Line Manager.

3. General good practice

- To conduct yourself in an orderly, honest and sober state at all times in the undertaking of these duties and any others, which may be required from time to time.
- Ensure the catering facilities and service areas are well presented and that products are effectively displayed so as to maximise customer impact and confidence in the club’s offering.
- Carry out all reasonable requests made from time to time by senior management which enhances the club’s reputation and service to the local community.