



## **Barhaugh Hall Catering Manager** **Job Description - April 2024**

The Catering Manager has overall responsibility for all catering provision for the Activity Centre.

The Catering Manager is line manager for lead cooks, who take charge of catering shifts preparing meals for the centre. The catering manager will also lead a number of shifts themselves, preparing meals as required. At Barhaugh Hall activity centre we would typically have 3 lead cooks appointed, who work full time in their catering role.

Many who work in the kitchen have their primary responsibility as group leading and complete other duties separate from catering provision. At Barhaugh Hall we typically have 1 Cook and around 9 catering assistants, who do catering work alongside their group leading role.

Group leader team staff who work in the kitchen have an assistant manager as their line manager, but the catering manager would need to oversee their performance on catering shifts.

Shift details would be agreed on appointment, but would generally vary to some degree over the period of employment:

- Early shifts typically run from 6.00am to 3.00pm
- Late shifts typically run from 11.00am to 8.00pm

Level 3 Food Safety and Hygiene and Level 2 Food Allergen Awareness qualifications are desirable but not essential upon application.

### **Pay level**

- Starting pay for Robinwood catering manager is £36,951 per annum, based on £18.70 per hour working an average 38 hours per week.
- A time served increment of £395 per annum, based on £0.20 per hour working an average 38 hours per week, is offer for each of the first 4 years served.
- This result in pay after 4 years served of £38,532 per annum, based on £19.50 per hour working an average 38 hours per week.
- We offer the option for catering manager to be contracted to work an average between 35 hours per week and 38 hours per week.

### **Catering Manager Job Responsibilities**

The responsibilities of the Catering Manager at Robinwood Activity Centre include, but are not restricted to, the following:

1. To oversee and lead the smooth running of all aspects of the activity centre catering provision and to strive to make improvements, wherever possible, in the operation and delivery of this provision.
2. To respond constantly to customer needs. To maintain an excellent awareness of the needs and wishes of each customer group as detailed below and to tailor the catering provision offered by Robinwood to meet these needs.

3. To provide high quality meals for all children attending Robinwood. As each group only stays for 2 nights the menu is designed to repeat every 2 days with meals that are attractive to children but still reasonably healthy and nourishing.
4. To provide high quality meals for teachers and other adults accompanying the groups of children that visit Robinwood, with teachers offered an alternative to the meals provided for the children.
5. To provide high quality meals for Robinwood staff, who eat at the activity centre throughout the time that the centre is open for children.
6. To work together with the company wide head of support staff and the centre manager to develop and improve the menu for children, visiting adults and Robinwood staff, sharing best practice companywide.
7. To develop a positive and supportive working environment within which catering staff are able to perform to the best of their ability. To train and assist staff to improve their level of performance, giving additional time and training as required to any who do not initially achieve the required standard. To maintain effective two-way communication with all staff at all times.
8. To oversee staff timetabled for catering shifts, including both the lead cooks and other staff assisting on catering shifts, from the Robinwood group leader team. To ensure that all staff working on their shift are successfully completing tasks allocated, within the time available to do so and working well as a team together.
9. To operate a system of assessment, within the framework set up by Robinwood, to ensure high quality catering provision. for all staff who complete catering shifts. To complete assessments dependent on the nature of the shift (either leading or assisting) to ensure all staff working in the kitchen are performing at the required standard.
10. As line manager for all lead cooks to complete regular job chats (including CPD job chats once a season) with each lead cook. To support lead cooks to develop and improve in their role.
11. To ensure best operation of all aspects of dining room provision, including meal service and to ensure the experience is the best it can be for all those having meals at Robinwood. To take a level of responsibility alongside the group leader team managers for the overall presentation and operation of all dining room areas.
12. To work closely with the group leader team manager overseeing catering provision to ensure best operation of all aspects working as a team together.
13. To lead by example and to ensure that, whilst there are specific responsibilities for staff taking charge of meals and others assisting on catering shifts, all involved need to work as a team, with cleaning tasks completed by all members of the team.
14. To ensure high standards of hygiene are maintained in the kitchen and dining room at all times. To ensure the dining room and kitchen are kept clean and well presented at all times. To work to achieve the highest possible food hygiene rating, as assessed by environmental health.
15. To maintain all appropriate records for hygiene purposes, including temperature records and cleaning checklists.
16. To ensure high standards of health and safety are maintained overall, with high levels achieved on any independent assessment of the standards.

17. To liaise with the centre manager regards booking external contractors such as duct cleaners and equipment servicing and to ensure that the kitchen is ready to be accessed for when contractor visits are scheduled.
18. To keep up to date with industry updates, product recalls and act on them accordingly.
19. To closely monitor special diet requirements for all meals that are served, to ensure that all requirements are satisfied, with a good level of communication taking place with teachers (and parents where appropriate) to both reassure them about the provision offered and ensure that all special diet provision is exactly as it should be.
20. To work within the systems that Robinwood has in place to ensure best special diet provision possible, with full recognition of the importance of this aspect from a health and safety perspective.
21. To ensure, for each course, that the person fulfilling the course cook role is fully aware in advance of all special diet provision for that course and that they oversee this provision as required throughout. To ensure all others within the catering team also fulfil their roles to a high standard in delivery of special diet requirements.
22. To ensure that stock levels are sufficiently maintained such that food is available as required for all meals. To place orders with suppliers for foodstuffs and cleaning materials on a weekly basis.
23. To ensure that expenditure remains within the budgets set for catering provision at Robinwood. To look to save money, through ordering at best prices and avoiding waste, wherever it is feasible to do, whilst ensuring delivery of the highest quality meals appropriate for the customer groups and as seen through the eyes of customers, remains the top priority.
24. To maintain clear records of all catering expenditure, including filing all receipts and maintaining records of expenditure levels from each supplier. To assess the catering expenditure levels and compare them to budgets set, through use of Robinwood catering expenditure reports, to ensure expenditure is within budget.
25. To provide appropriate induction training, as required, for all new catering staff starting work at the activity centre, inline with overall staff training programme operated by Robinwood. To provide additional catering staff training as required, on an ongoing basis.
26. To take a leading role at catering meetings that typically take place every 2 months. These meetings are generally attended by the centre manager, company-wide head of support staff, the assistant manager with responsibility for catering and all lead cooks.
27. To do work in other areas if required, during periods when the activity centre is closed for groups. The work during closed periods may include:
  - i) Deep cleaning of the kitchen and dining areas.
  - ii) Stock control and organisation.
  - iii) Development of menus, training provision and other aspect of catering operation to make improvements for the future
28. To carry out other duties as required related to the successful provision catering at Robinwood Activity Centre Ltd.