

Job Title	Catering Coordinator
Reports to	Service Manager
Line Manager to:	Casual Kitchen Staff
Business Function	Centre Operations
Business Operation	Thomley Hall Centre Ltd
Location	Worminghall
Hours of Work	40 hours Mon – Sun undertaking hours to suit business needs.

Purpose of the role:

Catering Coordinator (CC) is accountable for:

- Ensuring health and safety standards in the kitchen.
- Delivering healthy and essential meals, snacks and drinks to day visitors of Thomley.
- Line management of casual kitchen staff to ensure kitchen services remain a professional and high quality service for visitors.
- Providing catering for events.

Essence of the role:

The essence of the role is to deliver a high quality catering service for all Thomley visitors and events.

To achieve this the CC will:

- Manage all day to day functions of the kitchen.
- Work collaboratively with the service manager / activity coordinators / senior playworkers and casual staff to ensure the kitchen functions effectively at all times.
- Keep updated on current government legislation and guidance in relation to food safety and allergens.
- Coordinate performance reviews for the catering with your line manager.

Essential Skills, Experience and Knowledge

Skills

- Menu planning.
- Stock control.
- Customer service skills.

- Budget management.
- Events management.
- Baking and cooking skills.
- Organised and proactive.
- Allergen and food safety awareness.
- Health and safety awareness.

Experience

- Working within the field of supporting disabled people.
- Working with children and/or adults with a range of learning, physical or medical impairments.
- Working in an events environment.
- Working in a café or catering kitchen.
- Working with rare dietary needs.
- Managing staff.

Knowledge

- The centre's current policy and procedures.
- Level 2 training in Food Safety
- Level 2 Food Allergens.
- Fire training.
- First aid training.

Accountabilities and Responsibilities

Key Accountabilities

- Ensure visitor, staff, volunteers and contractor health and safety in the kitchen and with our safer food standards.
- Delivery of the cafes day menu to visitors.
- Line management, motivation and development of casual kitchen staff.
- Ensuring the kitchen's operations are compliant with current legislation, regulations and guidance.
- Cleaning regime of the kitchen and pavilion to a high standard.
- Maintaining a 5 star food hygiene rating.

Key Responsibilities

- Manage the café menu.
- Manage stock control.
- Manage health and safety in the kitchen.
- Manage kitchen casual staff.
- Coordinate catering of events and functions.
- Operate a cash till and follow all cashing up procedures.
- Promote and drive sales of the café via multiple avenues.
- Promote offers, incentives and social media content.

Requirements

- Clear DBS Check