

The For All Healthy Living Company

Job Title:	Catering Manager
Reporting to:	Finance and Resources Manager
Location:	For All Healthy Living Centre, South Ward, Weston-super-Mare.
Hours:	32 hrs/wk (with possible opportunities for overtime)
Duration of post:	This post is initially funded for 12 months
Salary Range:	FAHLC pt 1-4 (£13519-15101) pro rata.
Holidays:	27 days plus statutory Bank holidays (pro rata)
Probationary Period:	2 months
Notice Period:	4 weeks

Job purpose

To manage the delivery and development of catering services at the For All Healthy Living Centre. Principally this includes the management of the Cafe, the provision of food for the Lunch Club 3 days a week, and providing catering hospitality support for meetings, seminars and conferences that take place in the centre.

This post also has a development role. The post holder will be expected to ensure that the food provided is nutritional, promotes healthy eating habits and offers a reasonable choice for customers both in terms of cost and quality.

This post holder is also responsible for overseeing the safe and legal management of the kitchen and catering services.

Key Responsibilities:

Running a sustainable and viable catering service.

-) Developing a sustainable business plan for the catering services at the For All Healthy Living Centre
-) Budgeting and establishing financial targets and forecasts in conjunction with the Finance and Resources Manager

-) Keeping financial and administrative records in conjunction with the FAHLC finance team
-) Maintaining stock levels and ordering new supplies as required

Running a safe, hygienic and legal kitchen

-) Carrying out regular risk assessments of all activities within the kitchen and cafe area in conjunction with the Finance and Resources Manager
-) Ensuring all legally required records for health and safety are maintained
-) Ensuring the kitchen and café areas achieves 5 star environmental health standards
-) Ensuring all kitchen and café staff and volunteers are maintaining health and safety practices and food hygiene standards
-) Ensuring the kitchen is checked and cleaned at the end of every day
-) Managing storage so that other users can use the kitchen, with agreement

Staff management

-) Recruiting and training permanent and casual staff in conjunction with the Finance and Resources Manager
-) Supporting volunteers, apprentices and other work placements when required
-) Organising, leading and motivating the catering team

Hospitality

-) Support the hospitality in the Centre through the planning of menus, provision of attractive quality food and drink
-) Liaising with FAHLC hospitality staff to ensure catering matches booked requirements and expectations of customers
-) Seeking and responding to customer feedback

Catering for Café and Lunch Club

-) Develop menus, in conjunction with the Lunch Club to ensure the ordering requirements and timely preparation for provision of 1 hot meal (2 courses) for up to 25 lunch club members on 3 days / wk.
-) Oversee and undertake the cooking for the hot meals as required
-) Develop the food presentation skills of staff and volunteers
-) Work with FAHLC staff to develop the services offered by the café within the wider development of food and nutrition work in the Centre.
-) Work with FAHLC staff to consult with café users in order to develop the café

General

-) Attend staff team meetings as appropriate and required
-) Help in the preparation of reports to FAHLC Management Team and Board on the lunch club and cafe
-) Support FAHLC work to monitor and evaluate the impact of its work, particularly around the use of the café and lunch club
-) Undertake other duties as reasonably negotiated with FAHLC

August 2018