

Job Description and Person Specification

Job Description

Job title	Catering Supervisor
Location	Letton Hall, Shipdham, Norfolk IP25 7SA
Reporting To	Operations & Events Manager
Starting Salary	£23,000

Job Purpose

To provide operational supervision of the catering at Letton Hall and to be actively involved in the ordering, preparation and delivery of this service.

To work with the Operations & Events Manager and casual staff to ensure all catering is delivered at a high standard

Primary Tasks

- To plan and cost menus, working within defined budgets for various sizes and types of bookings
- To prepare, cook and deliver all catered events as required
- To be aware of and able to manage any special dietary requests including allergens
- To place food orders and maintain good stock rotation
- Maintain excellent kitchen hygiene and safety standards
- Oversee cleaning and maintenance of the kitchens, this will involve hands on cleaning at times
- Maintain kitchen inventories and where authorised arrange for replacements as required
- Manage the casual staff rota to ensure all events are staffed
- Supervise casual staff during events to ensure that the catering is delivered at a high standard
- Keep up to date with current food standards, hygiene issues and all catering related legislation
- Review and update kitchen working practices and maintain all necessary records using the Safer Food Better Business model
- With support from the Operations and Events Manager, ensure all catering staff have appropriate training as required
- Undertake any other duties as required by the Letton Hall Management

Secondary Tasks

To be discussed and agreed with Letton Hall Management and Trustees, based on the skill set of the applicant, in some or all of the following areas of work at Letton Hall

- Administration & Marketing related to any events organised by Letton Hall
- Grounds work
- Housekeeping
- General Maintenance

Person Specification

E = Essential

D = Desirable

Qualifications	
Professional catering qualifications or the ability to demonstrate proven experience of catering	E
Food Hygiene Training Level 3	E
Food Allergen Awareness training	E
Good Standard of Education (GCSE level English and Maths)	D
Skills & Knowledge	
Have proven experience to demonstrate cooking and baking skills and knowledge	E
Have good awareness of food hygiene and safety	E
Demonstrate a good understanding of food allergen awareness	E
Have a good understanding of the Safer Food Better Business model	D
Excellent communication skills	E
Self-initiating but able to work as part of a team	E
Ability to demonstrate a systematic approach to prioritisation of work and cope under pressure to meet deadlines	E
Articulate, calm, polite and well-motivated	E
Sensible approach to problem solving with evidence of the ability and willingness to develop practical and creative solutions	E
Ability to support change and transitions within the working environment	D
Experience	
Previous experience in catering and supervision of at least 2 years	E
Other Requirements	
Flexible approach to the working week – days can change depending on bookings, there will be some evening and weekend shifts	E
Be willing to carry out other tasks within the Letton Hall business to meet your contractual hours	E
Must be able to provide own transport, there is no public transport to Letton Hall	E