

## **Assistant Catering Manager**

### **Main purpose of post:**

To work closely with and assist the Catering Manager in the day to day management and operation of the park's catering services across the site.

Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard as agreed with the Catering Manager.

Maintenance of the highest standards of personnel management, hygiene and health and safety.

### **Responsibilities and Duties**

#### **Duties**

- Ordering and controlling all stocks required for operation.
- The development of staff initiatives to achieve increased levels of income.
- Preparation of staff rotas, sickness/holiday recording and associated miscellaneous personnel duties.
- Training and development of staff via the Staff Development and Appraisal process.
- To hold regular team meetings/briefings with all catering staff and liaise with Catering Manager, as required.
- To be responsible for the immediate reporting of staff absences to the Catering Manager
- To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately.
- To ensure all kitchen reports and due diligence forms are correctly filled in and filed accordingly.
- To act as Fire Warden and to ensure that Health & Safety legislation is adhered to. To also be aware of new legislation relating to the catering provision and to maintain the highest possible standards of hygiene.
- To identify and recommend improvements and cost savings to the benefit of the customer.
- To be aware of and abide by the park health and safety procedures and associated policies.
- To proactively implement the parks policies and procedures.
- To undertake any other relevant duties as may reasonably be requested by the Catering Manager.

## **Qualifications and Skills**

- Must have experience from a fast food background.
- Be very customer focused.
- Level 2 Hygiene and/or food safety certificate if possible.

**Please send the application form (can be downloaded from our website) along with your CV to [SMorris@pleasurewoodhills.com](mailto:SMorris@pleasurewoodhills.com)**