



LEEDS DIOCESAN BOARD OF FINANCE:

PARCEVALL HALL

CATERING MANAGER

JOB PROFILE

JOB TITLE:	Catering Manager
ACCOUNTABLE TO:	Warden
RESPONSIBLE FOR:	Kitchen staff, all staff when acting as Duty Manager
KEY RELATIONSHIPS:	Warden, Deputy Warden, Staff Team and Guests

BACKGROUND

The Diocese of Leeds came into existence at Easter 2014 following the dissolution of the former dioceses of Bradford, Ripon & Leeds, and Wakefield. It covers the whole of West Yorkshire, the western part of North Yorkshire, and small parts of South Yorkshire, Lancashire, and County Durham. The diocese has 656 church buildings.

The following information is furnished to assist staff joining the Diocese to understand and appreciate the work content of their post and the role they are to play in the organisation. However, it must be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not permit every item to be specified in detail. It must also be noted that this job description may be reviewed from time to time, in conjunction with the post holder.

JOB DESCRIPTION

MAIN DUTIES AND RESPONSIBILITIES

- Full responsibility for the day-to-day running of the kitchen, for the planning, preparation and presentation of all meals and baking requirements for residents and day guests at the Hall, including catering for any dietary requirements.
- Planning of menus and ordering all supplies required ensuring that a high standard of meals provided is maintained within budget.
- Maintaining good working relationships with suppliers and, where necessary, review and appoint new suppliers to ensure the quality of ingredients is maintained at the best price achievable.
- Responsibility for, and supervision of, employees undertaking kitchen duties.
- Allocation of work to be done by employees undertaking kitchen duties to ensure that meals for guests and staff are ready on time and to the required standard.
- Ensuring that all kitchen areas are cleaned to meet health and safety requirements, following a cleaning rota where applicable. This includes cleaning down at the end of the day and disposal of all rubbish.
- Kitchen administration including maintaining records of temperature control, allergen content, food hygiene checks and cleaning.
- Responsibility for, and recording of, stock rotation.
- Carrying out regular stock takes including estimated values of stock.
- Co-ordinating the maintenance and servicing of kitchen equipment and the purchase of non-food supplies.
- Working as part of a small management team to provide and manage a friendly, hospitable and efficiently-run environment for all visitors to the Hall. This will include, on a rota basis having sole charge of the Hall and the securing of the Hall at night.
- The Catering Manager will work alongside other members of the Management Team to ensure the smooth running of the Hall at all times.

This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The post holder may be asked to undertake any other relevant duties and responsibilities appropriate and commensurate to the post.

Person Specification

Catering Manager – Parcevall Hall

(E – Essential criteria, D = Desirable criteria)

	Sections		E/D
1	Skills, knowledge and aptitudes	<p>The Catering Manager should be able to provide evidence of the following:</p> <ul style="list-style-type: none"> • a good, wide range of cooking and baking skills • the ability to combine and present food in an appetising and appealing way • the ability to plan a variety of menus, including for those with special dietary requirements • knowledge of common food allergens as food groups and as ingredients • attention to detail and accuracy in maintaining written records • the ability to communicate effectively and sensitively • the ability to establish and maintain good working relationships with colleagues and suppliers • the ability to keep abreast of relevant legislation relating to food provision • the ability to plan ahead and think creatively 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
2	Qualifications, Training and Experience	<p>The Catering Manager should:</p> <ul style="list-style-type: none"> • have experience of catering for groups of up to 40 people for breakfast, lunch and dinner • hold an up-to-date Level 3 Food Safety and Hygiene for Supervisors certificate • have knowledge and understanding of current legislation relating to food provision • have experience of managing/supervising employees • have experience of producing menus within a set budget • be able to allocate kitchen jobs and tasks as appropriate • be able to extract and utilise information from internal paperwork 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
3	Personal Attributes	<p>The Catering Manager should:</p> <ul style="list-style-type: none"> • be able to organise their own time and environment • be able to work well on their own and as a member of a team • be sensitive to the needs of others • be confident in assuming responsibility for both the kitchen, and where appropriate, the operation of the Hall • have an openness to learning and change • have good interpersonal skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
4	Disposition and Attitude	<p>The Catering Manager should have:</p> <ul style="list-style-type: none"> • be flexible and willing to juggle a range of different tasks • be committed to providing excellent customer service both to employees and guests • have an inclusive approach to teamwork • have empathy with the faith and mission of the Church of England 	<p>E</p> <p>E</p> <p>E</p>

5	Special Requirements	<ul style="list-style-type: none"> • The ability to work unsociable hours, including evening and weekend work, and undertake occasional split shifts • If non-residential, the willingness to stay on site overnight when required, and to secure and have sole charge of the Hall on a rota basis as and when required. • If non-residential, their own private transport to travel to and from the Hall 	E E E
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