



Job Title:	Catering Manager
Location:	Kent Life
Hours of work:	40 hours per week 5 days over 7 including bank holidays, weekends, occasional evenings
Wage:	£22,000 per annum
Reports to:	General Manager
Accountable to:	General Manager
Job Function:	Work with the General Manager to create & deliver an exceptional Food & Beverage offer including management of Dotty's Tea Rooms, Pantry in the Play Barn, Ice Cream Hut, Wedding Bar & Pizza Garden. The Post Holder will be a member of the Kent Life Management Team and, by role as Duty Manager, take responsibility by rota for the site management and maintain Health & Safety standards.

Key Tasks:

1. Manage and support the Catering team to ensure the smooth running of the department including rotas, staff annual leave and payroll within budget constraints
2. Manage recruitment, probation and training of the team to ensure they consistently deliver the aims and missions of Planning Solutions
3. Manage the team's personal development including one to ones, team meetings and annual reviews as required.
4. Ensuring standards are met with focus on guest service, presentation standards, waste control, food quality and hygiene and cleanliness of the premises and staff
5. Create new & exciting seasonal menus with support from the Catering team using local produce
6. Provide hands-on operational support to the department including

- training, food service and guest service as required
7. Managing, achieving and reporting healthy margins across staffing, food and beverage
 8. Create, monitor and manage health & safety paperwork such as log books, risk assessments and safe systems of work
 9. Provide Catering support to the Kent Life events such as but not limited to pop up bars, BBQs and Ice Cream stands
 10. Monitoring and maximizing the profitability of the department
 11. Full stock management and oversight of all Food, Beverage, cleaning and consumable materials within designated areas
 12. Optimise profits through negotiating and creating positive relationships with suppliers to get the best deals and agree range and pricing of stock
 13. Provide Catering services for children's parties, corporate events & room hire bookings as required
 14. Working with the Marketing Manager to maintain core brand identity across all signage & printed material
 15. Undertake a strategic approach to developing the business in line with the Company's vision & values
 16. As Duty Manager (on shift), manage all departments to ensure all elements of the site are managed to a safe and high standard
 17. Support the General Manager in ensuring the highest standards of cleanliness, health and safety and security are met.
 18. Undertake any other reasonable task as required by the General Manager.
 19. Maintain the confidentiality of Planning Solutions and Kent Life's internal communications, records and commercially sensitive information.

A current driving licence and use of a car are highly desirable.

**To apply please complete an application form via the website
www.kentlife.org.uk**

Closing Date for applications 5th April 2021