

## Job Description

<b>Post</b>	<b>Catering Manager</b>
<b>Objective and purpose of role:</b>	<p>To take full managerial responsibility for all aspects of the Café Bar, Kitchen and catering offer at An Lantair, ensuring a high standard of quality of delivery whilst maximising revenue potential.</p> <p>To provide a creative, imaginative and high quality café bar and events catering offer in support of An Lantair's mission statement.</p> <p>To work with the team to develop An Lantair as a 'must visit' destination, with a culinary offer that supports and complements the artistic programme.</p>
<b>Line Manager</b>	Head of Operations
<b>Direct Reports</b>	Café Bar Supervisor and Café Bar Staff Chefs and Kitchen Support Staff
<b>Duties</b>	<p><b>Management and leadership</b></p> <ul style="list-style-type: none"> <li>• To manage the Café Bar Supervisor and Café Bar staff team.</li> <li>• To oversee the Kitchen Shift Supervisor Chefs.</li> <li>• To oversee the development and costing menus for the Cafe Bar, commercial hires and events and take ownership of them.</li> <li>• To ensure that that there are clear lines of communication between the Kitchen and the Cafe Bar staff and that changes to the menu have been communicated to all.</li> <li>• To oversee and ensure the training and development of all Kitchen and Café Bar staff in order to deliver the food to a high standard.</li> <li>• To inspire and motivate the team to achieve goals and targets.</li> <li>• To lead by example, setting the pace and standards.</li> <li>• To praise and recognise good performance.</li> <li>• To deal with any poor performance through the company performance management procedures.</li> <li>• To attend company and managerial meetings as required</li> </ul> <p><b>Food service</b></p> <ul style="list-style-type: none"> <li>• To ensure the readiness for service in the kitchen and café bar and that the pace is set for peak times.</li> <li>• To ensure that all food is presented for service in a timely manner and in correct sequence.</li> <li>• To ensure that the storage of food meets statutory health and safety requirements.</li> <li>• To deal with any customer returns of food efficiently and effectively.</li> <li>• To ensure that all food is served to specification.</li> <li>• To ensure that the kitchen runs smoothly on a daily basis and that it is adequately stocked with all necessary goods.</li> </ul>

	<p><b>Food and drink margins</b></p> <ul style="list-style-type: none"> <li>• To ensure that food and drink stock is ordered appropriately, keeping excellent systems for monitoring and controlling stock levels.</li> <li>• To ensure that all deliveries are received and accounted for.</li> <li>• To keep to budgets set for ordering stock.</li> <li>• To ensure that stock rotation is followed and all storerooms, fridges and freezers are in order and that food is labelled and dated in accordance with Food Hygiene regulations.</li> <li>• To ensure the Kitchen Team controls and records wastage effectively</li> <li>• To ensure all invoices are processed according to company procedure</li> </ul> <p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>• To ensure that Health and Safety standards are met at all times; this includes the training of other staff.</li> <li>• To ensure all Food Safety and Hygiene regulations are followed.</li> <li>• To ensure temperature records and food labelling are kept up to date</li> <li>• To oversee the Kitchen Team to ensure that the kitchen is clean and hygienic ensuring that cleaning rotas are adhered to and rotas kept</li> </ul> <p>This job description is not intended to be prescriptive or exhaustive; it is a framework to outline the main areas of responsibility / any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.</p>
<p><b>Skills and Qualifications</b></p>	<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• Experience in a leadership role in a catering business</li> <li>• Food hygiene certificate</li> <li>• Personal alcohol licence</li> <li>• Strong communication skills</li> <li>• Strong leadership skills</li> <li>• Experience in providing performance management and training to staff</li> <li>• Experience in recruitment of staff</li> <li>• Pro-active in problem solving</li> <li>• Able to self-motivate and work on own initiative</li> <li>• Knowledge of, or interest in, the arts</li> </ul> <p><i>Desirable</i></p> <ul style="list-style-type: none"> <li>• Gaelic</li> </ul>