

# COOK & CATERING MANAGER

<b>LOCATION</b> Brasshouse Community Centre, Brasshouse Lane, Smethwick. B66 1BA	<b>CLOSING DATE</b> Applicants are encouraged to apply as soon as possible, as vacancy will close once suitable candidates are found
<b>SALARY</b> £14.50 Per Hour	<b>HOURS</b> Up to 30 hours weekly
<b>HOW TO APPLY</b> By Application Form or by C.V	<b>WORKING PATTERNS</b> Mainly early morning from 8:00am (dependent upon customer bookings)
<b>CONTRACT TYPE</b> Permanent	

## Background and Job Purpose

The post holder will be responsible for overseeing the café, kitchen, and catering services—you will prepare nutritious meals, manage staff and volunteers, ensuring hygiene standards, and supports events. Develop and deliver a competitive and affordable food offer, coordinates community catering, and creates a warm, inclusive space that promotes health, connection, and sustainability.

The post holder will provide high quality food and beverages maintaining high food safety standards and customer satisfaction

You will also be responsible for maximising the potential of the Brasshouse café and catering offer. Developing new initiatives, products and providing catering for our venue hire and external catering.

At the Company's expense we will process an enhanced DBS and apply for references for successful candidates

## MAIN DUTIES AND RESPONSIBILITIES

### CAFÉ / CATERING SERVICES

- Have the ability to cook to a high standard with relevant qualifications.
- To oversee the operation of a café sales at the Centre, including cash handling, stocking and pricing.
- To ensure that the café generates and achieves a good level of income generation and maximises profit targets,
- To support the team in ensuring room(s) is/are set up for any conference bookings, ensure tidy and tea/coffee, refreshments and other facilities are provided as required.
- To report on a monthly basis to your line manager where (i.e. against budget) the café/catering operations currently stands on a financial basis and as against milestones/outcomes.
- To support the Trust's efforts in maintaining and developing strong working relationship and links with stakeholders.

- Prepare and serve quality food at all times using fresh ingredients to produce attractive and tasty meals.
- Have knowledge of food allergies and menu planning.
- Ensure all Company policies and procedures are delivered to the highest standard whilst offering support around the business to maintain these standards throughout.
- Assist Operations with projects and new contract mobilisations.
- Supporting the Operations with company initiatives and sales presentations where required.
- Ensure daily records and temperature records are kept up to date as per required standards of our Safer Food better Business working methodology.
- Supporting the Operations with training and development within the teams, including the training of new employees to ensure all company standards, policies and procedures are adhered to.
- Order and receive food and supply as required.
- Must be highly reliable
- Good leader as well as team player
- Full training and uniform provided.

## **STAFFING**

- You will assist in the recruitment and management of staff and volunteer support to ensure that the café/catering provision is maintained with the appropriately trained.
- The post holder will be responsible for and ensure that the appropriate systems are in place for all stock control, stock rotation and wastage. It will be the responsibility of this role to ensure all staff are trained and understand these principles.

## **HEALTH & SAFETY**

- To ensure food and hygiene standards, as defined by our Safer Food Better Business operating methods are maintained and procedures followed at all times.
- To meet the requirements of any legislative and environmental health requirements to maintain a five-star rating for the business.
- To make sure the kitchen, café and customer area of the Centre is always clean and well presented.
- To arrange the regular maintenance checks and repairs of kitchen appliances in conjunction with the Finance & Administrative Officer.

## **GENERAL ACCOUNTABILITIES**

- To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee/volunteer or member of the public.
- As the North Smethwick Development Trust is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Health and Safety Policy of North Smethwick Development Trust.
- To comply with the North Smethwick Development Trust's Policies and Procedures.
- To ensure that all information received and given out, whether verbal, written or electronic

## Person Specification

The person specification is a picture of skills, knowledge, experience and attributes required to carry out the job. It will be used in the short-listing and interview process for this post.

You should demonstrate on your application form how you meet the following criteria.

	Essential	Desirable
<b>Skills and Experience</b>	<ul style="list-style-type: none"><li>• Experience of Catering and/or Café management</li><li>• Good Level of Literacy and Numeracy</li><li>• Cash Handling and sales reconciliation experience</li><li>• Hold a Food and Hygiene Certificate to at least Level 2 standard</li><li>• Experience of managing a staff team</li><li>• Excellent inter-personal and communication skills with customers, staff and volunteers</li><li>• Ability to work as part of a team to an agreed action plan</li><li>• Ability to support, motivate and encourage</li><li>• Basic standard of ICT skills</li><li>• Ability to drive a vehicle</li></ul>	Own vehicle and/or full UK driving licence
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• An understanding of the importance of Safeguarding and Data Protection</li><li>• A good understanding of Health and Safety policy and procedure</li><li>• Working knowledge of Food Management Systems i.e. Safer Food, Better Business</li></ul>	
<b>Attributes</b>	<ul style="list-style-type: none"><li>• To be physically fit and capable of manual handling</li><li>• A commitment to equal opportunities</li><li>• To be available to work flexible hours</li><li>• To be proactive, able to use initiative and make sound judgments</li><li>• To be able to work effectively as part of a team</li><li>• An ability to remain calm whilst working under pressure</li></ul>	