

JOB ROLE TEMPLATE

JOB DESCRIPTION	
Job Title	Catering and Events Manager
Type of Position	Temporary with a view to be Permanent.
Working Pattern	Full Time 40 Hours basic Various Days and evenings Monday – Sunday
Salary	£15 per hour
Role Summary	To manage all matchday and functions events and F&B Service.
Key Duties	<p>Produce good quality food to a high standard.</p> <p>Support sales team with any enquiries</p> <p>Manage all F & B staff /training/kitchen operations.</p> <p>Write and produce menus.</p> <p>Manage food and Beverage margins and GPs</p> <p>Receive and check deliveries</p> <p>Store and rotate all stock effectively.</p> <p>Record any wastage or stock loss.</p> <p>Regularly check all kitchen equipment and report any technical issues to the supplier.</p> <p>Storage and Security duties</p> <p>Key holder responsibilities.</p> <p>Function room, match day set up and close down support.</p> <p>Communication with clients, officials and third party agencies.</p> <p>Organise the Function Room bookings and liaise with clients.</p>

PERSON SPECIFICATION - Indicate whether Essential (E) or Desirable (D)	
Qualifications	NVQ 1, 2, Food Preparation (E) Advanced Food Hygiene Certificate (E) Intermediate Food Hygiene Certificate (E) Basic Food Hygiene Certificate (E) Intermediate Health & Safety Certificate (E) COSHH Certificate (E)
Experience	Senior sous chef (E)
Knowledge	Sound grasp of food legislations, GP yield and stock management, health and safety, cleaning standards and venue security. (E)
Skills/Competencies	Ability to produce a variety of dishes, within budget, to a high standard (E) Ability to innovate and design alternative menu options (D) Sound understanding of operation of kitchen equipment (E) Stock management skills (E) Teamworking and interpersonal skills, the ability to work well with people at all levels. (E) Attention to detail and a well-organised approach to work. (E) Ability to prioritise work and to work well under pressure. (E)