



ARGYLE COMMUNITY
TRUST

Home Park,
Plymouth, PL2 3DQ

Argyle Community Trust Catering Manager (Facilities & Mobile Van)

Job description

Hours: 40 hours per week (evening and weekend work will be required)

Salary: £25,895 per annum

Contract Type: Full Time, Permanent

Reports to: Head of Facilities

Location: Plymouth (Primary base Manadon Sports Hub)

Closing Date for applications: 16th November 2022, 5pm

This is a catering job with a difference – a chance to make a difference!

Argyle Community Trust is looking to recruit an enthusiastic, innovative and motivated Catering Manager to lead our catering department. We are entering an exciting period for our catering team as we look to develop and expand our provision through existing and new opportunities; addressing food poverty through our Project 35 work; providing healthy holiday meals for children through our Fit and Fed programmes; training and employing those not currently in employment through our acquisition of a mobile catering van in conjunction with our employability programmes as well as educating about healthy food choices in our sports and health programmes. We are looking for someone who is passionate about food and can support us in meeting our charitable aims.

Supported by a small team, you will have full responsibility for the day to day running of the kitchen, whilst working to develop and grow the operation and service delivery. You must have a passion for hospitality/catering and be committed to providing delicious, high quality food and service to a diverse customer base. You will need to demonstrate effective planning skills, be capable of operating in a systematic manner, and have the proven ability to manage and lead a team. Most importantly, this is very much a hands-on role so a passion for cooking and leading by example is essential. The ideal candidate must also have basic knowledge of using Microsoft programmes to carry out compliance and administrative tasks.

Argyle Community Trust is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking safer recruitment including enhanced DBS checks prior to employment.

How to apply

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete the application form via the link below and upload a covering letter which should draw on all relevant aspects of your experience, including paid employment and/or voluntary work and training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification above. <https://forms.gle/pVDyw3boUP1aHoGu6>





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The Role:

As the Catering Manager, you will be accountable for the overall performance of the Catering department. You will coordinate the full catering operation which involves managing budgets and margins, stock management, reducing wastage, and recommending pricing; essentially, it'll be your responsibility to ensure that the department maximises profitability.

You will be responsible for maintaining all health and safety standards associated with kitchen operations, which includes HACCP, ensuring that our catering operation is fully compliant, adheres to all regulations, and maintains its 5* environmental health scoring.

We are looking for a doer, someone who can work individually and as part of a team, enjoys being creative, and is able to reflect the ethos, aims and objectives of our charity in their work. You will develop the catering offers across all our platforms, including our newly acquired mobile catering van which aims to help provide and support education, employment, and revenue for the charity. You will also manage the bookings diary, aiming to fulfil all internal and external requests.

Management & Delivery:

- Manage the day-to-day kitchen demand including the bookings diary, ensuring that we fulfill all orders and requests.
- Regularly review expenditure, using cost comparison processes, to ensure that we are receiving best value for money without sacrificing quality.
- Manage the administration of stock ordering and financial costings and targets.
- Produce, present, and serve high quality food.
- Liaise with Heads of Departments and build relationships with suppliers to develop initiatives and offers that aim to reduce food poverty and deprivation levels.
- Develop bespoke food menus for all our facilities and the mobile catering van.
- Make recommendations to the Head of Facilities for improving the service offer and catering infrastructure such as equipment and appliances.
- Adapt to new customer trends, aiming to meet demand.
- Provide nutritional and allergen information for all produced foods.
- Liaise with the operations team, where necessary, in the planning and delivery of events.
- Troubleshoot problems, where necessary, using the correct methods for resolution.

Resource Management:

- Have direct responsibility for ordering all wet and dry stock and ensure stock control/management processes are in place.
- Make recommendations for sale prices to achieve agreed profit margins, all in accordance with the department targets.
- Monitor all kitchen equipment ensuring appropriate usage and maintenance, reporting and following-up on any defects or requests for new purchases.
- Develop food control methods to reduce, record and manage wastage.
- Monitor food deliveries to ensure all stock is quality controlled in accordance with regulations, from depot to delivery point.
- Check that deliveries are accurate, as per the sales order and delivery note.



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Staff Management:

- Directly manage a small catering team including organising work schedules, completing appraisals, and monitoring delivery standards.
- Ensure kitchen staff are inducted and understand all compliance requirements and operating processes.
- Check the volume and quality of food production on a weekly basis and adjust rotas and kitchen flow as needed to ensure optimum efficiency and quality is maintained.
- Have overall responsibility for food hygiene and health and safety, setting high cleanliness rules, practices, and routines to avoid accidents, food spoilage, waste, or pests.
- Motivate staff to reach higher and better standards and develop own personal skills.

Quality Assurance:

- Provide ongoing training and support to all operational staff.
- Ensure that procurement aligns with our Environmental Sustainability action plan.
- Ensure that all statutory regulations are complied with such as Food Safety standards, HACCP, Environmental Regulation Services, allergen legislation, and the Government's mandatory nutrient-based and food-based standards.
- Undertake necessary food checks and probing in accordance with the relevant food hygiene and safety standards.
- Check incoming goods and deliveries ensuring correct quantities and quality and stored in the right conditions.

PERSON SPECIFICATION		Application or Staff	Interview	Reference	Presentatio n/Task
Level 3 Supervising Food Safety in Catering	D	✓			
Food and Hygiene Certificate	E	✓			
Kitchen management experience	E	✓	✓		
Be responsible, honest, and reliable	E	✓	✓		
Have a full understanding and knowledge of food safety law and practice	E	✓	✓		
Be well-organised and capable of prioritising their own work	E	✓	✓		
Be happy to work on their own and/or capable of supervising people	E	✓	✓		
Be able to meet targets and work to a schedule	E	✓	✓	✓	
Ability to work both at speed and in high volume environments, whilst maintaining quality	E	✓	✓	✓	
Flexibility to adapt to change	D	✓	✓	✓	
ICT skills	D	✓	✓		