



Melbourn Community Hub

Job Description

Catering Manager

Reports to: Chair, Melbourn Community Hub

Job Purpose: To lead the catering service for the Melbourn Community Hub, covering both kitchen and café.

Key Responsibilities:

Central Role

- To supervise and direct other catering staff and volunteers and be involved with their recruitment and selection
- To carry out all functions in a way that ensures compliance to Health and Safety policy, together with hygiene routines and compliance to food standards regulations
- To agree the staff and volunteer schedules and holiday arrangements
- To carry out all catering functions from the kitchen during café operating hours, in particular with respect to food preparation and cooking
- Assist with the scheduling and management of training given to staff and volunteers that are assigned to the café or kitchen
- The ordering of food and catering supplies
- The setting of menus and cooking routines
- Stock control and stock rotation
- To assist in the management of café takings and the cashing up process

Other Tasks

- To take, collect and deliver prepared orders from the kitchen to customers and assist them with further purchases as requested.
- To respond to customer requests for ordering, billing and to take orders and payments via card machine or cash.
- To greet customers on arrival or carry out café hygiene cleaning tasks as requested
- Assist in the maintenance monitoring of kitchen and café equipment

General

- To provide a welcoming interface with the general public who use the Melbourn Hub
- To co-operate with and receive all necessary training to perform the role

Signed:

Date:

JT/February 2021