**JOB DESCRIPTION**

**CATERING MANAGER**

***Purpose of the role:***

Main Purpose of the Job is to directly be responsible for the production, preparation and quality of all food services for Meols Drive Care Home

**Key Duties and Responsibilities**

**General Kitchen & Staff Management**

* Ensure the efficient and smooth running of the kitchen.
* Promote and maintain good professional working relationships throughout the catering team and other services.
* Manage the day-to-day activities of the cook with particular attention to the allocation of their duties and specific tasks.
* Prepare and distribute duty rota, taking into account planned activities and any staff absence. Ensure that rotas are clearly displayed and manage any necessary changes.
* Work with the Registered Manager and recruitment, learning and development departments to recruit, train and develop staff to achieve high standards of quality food production by teaching new skills, emphasising the importance of presentation, developing new dishes and garnishes.
* Undertake a mentoring and coaching role to support the development of the cook.
* Undertake induction training for all new starters.
* Contribute to the staffing appraisal process for the cook with the Registered
* Undertake training as agreed to enhance and improve personal skills and knowledge.
* Undertake all kitchen duties, including cleaning and monitoring of hygiene levels.
* Leads by example and is professional in both manner and conduct in and outside of the kitchen environment.

**Food Purchasing & Cost Control**

* Manage and control daily food costs to ensure that food production is achieved within budgetary limits on the production of all dishes.
* Work with the Registered Manager on the appointment of food suppliers and source and purchase all food and kitchen supplies on a day-to-day basis.
* Ensure that details of all orders are recorded according to set procedures.
* Ensure that stock levels are kept at agreed levels so that groceries are fresh and frozen products are used quickly and rotated in a systematic way.
* Check deliveries on receipt ensuring that faulty items are returned, ensuring that the relevant paperwork is received and processed. Issues items to kitchen team as required.
* Ensure that an effective stock rotation procedure is adhered to at all times and assist in the monthly stocktake with the Registered Manager and Cook.

**Quality Control**

* Demonstrate and maintain high standards of cooking to meet and exceed patients, staff and other stakeholder’s expectations.
* Ensure that high levels of customer service are maintained at all times.
* Conduct regular questionnaires to patients and staff and attend meetings to look at best food options, healthy choices, religious and cultural dietary requirements and menus appropriate to peoples physical health needs.

**Menu Planning & Food Production**

* Produce and present food in conjunction with the kitchen team, keeping abreast of current trends and wherever possible exceeding patient and staffs expectations.
* Devise and plan menus for all patients and staff, including visitors and conference meals taking into account the varied requirements of the organisation, including special diets.
* Cost all menus and special events requirements using the most up-to-date, high quality ingredients and produce. Ensure the finances meet the monthly budget.
* Manage the production and planning of dishes in accordance with agreed procedures based on an analysis of patient and staff numbers.
* Ensure that the duties allocated to team members are rotated to enable staff to become competent in all sections of the kitchen
* Take action to minimise wastage at all stages of food production implementing controls, keeping records and making reports as required.
* Take responsibility for supporting the team in the operation, management and supervision of the wash up area and the staff duties required to operate this area.
* Instil into the kitchen a culture of essential hygiene practices connected with storage, cooking and storage of food; the importance of clean, tidy and hygienic working practice such as use of knives, chopping boards, table surfaces etc. Lead by example in observing the rules concerning personal hygiene and appearance.

**Health & Safety**

* Monitor all activities in line with the Company policies and procedures.
* Assist in the annual review of COSHH and hazard risk assessments.
* Ensure compliance with all food hygiene regulations are adhered to within the kitchen environment in accordance with Health & Safety regulations.

**General**

* Any other reasonable duties as requested by the Registered Manager.
* This job description is subject to regular review in consultation with the post holder.

**Person Specification**

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| CRITERIA | ESSENTIAL  | DESIRABLE  |
| EDUCATION AND QUALIFICATIONS | Diploma in Catering and Management Level 1, 2, 3, 4, & 5To have basic first aid | To have Level 3 HACCP or aboveLevel 3 in food safety hygiene for supervisors |
| PREVIOUS EXPERIENCE | Relevant experience in a large cateringenvironmentAn effective team player and leaderExperience of the day to day operational and strategic functions of a catering departmentExperience of developing and adapting stock rotation Advanced knowledge of handling and operation of kitchen equipment  | Experience of sourcing and purchasing cost effective suppliesExperience of budget management Experience in a similar home environment |
| SKILLS AND KNOWLEDGE | A passion for high quality food and foodServicesAbility to recognise potential problems and identify and carry through effectiveSolutionsAbility to communicate at all levels, 1:1, Meetings, Emails, and Telephone etc.Good working knowledge of health andsafety procedures and COSHHA flair and passion for nutritional, healthy foodGood working knowledge of current food trends and special dietary requirementsAttention to detailHas experience of developing menu’s to a very high professional standardDemonstrable basic I.T. skills | A highly motivated leader, able todemonstrate strong organisational and management skillsAbility to demonstrate effective commercial and people management skills |