



# Catering Manager

<b>Job Title:</b>	Catering Manager
<b>Location:</b>	The Cellar Trust, Farfield Road, Shipley BD18 4PQ
<b>Responsible to:</b>	Director of Operations
<b>Hours of work:</b>	Set hours to be agreed between a minimum of 16 to a maximum of 25 hours per week, daytimes only, Monday to Friday, potential job share
<b>Salary:</b>	£21,635 FTE per annum pro rata
<b>Contract:</b>	Permanent
<b>Holiday allowance:</b>	25 days per year plus bank holidays, pro-rata
<b>Informal enquiries:</b>	Helen Horsman (Director of Operations) on 01274 586 474 or <a href="mailto:helen.horsman@thecellartrust.org">helen.horsman@thecellartrust.org</a>
<b>Applications to:</b>	<a href="mailto:recruitment@thecellartrust.org">recruitment@thecellartrust.org</a>
<b>Closing Date:</b>	Midnight Sunday 19 <sup>th</sup> September 2021
<b>Interview Date:</b>	Wednesday 22 <sup>nd</sup> September 2021

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## General

We are a local mental health charity based in Shipley and have been supporting people from Bradford, Airedale, Wharfedale and Craven for over 30 years. We deliver lots of brilliant services, to give people a helping hand with their mental health, but whatever your role is within the organisation you will have the chance to make your mark and see the impact of the work you are doing.

One of our services is our vibrant community café which supplies fresh cooked lunches, cakes and snacks to staff and customers from the local community. The café is currently open Monday to Friday 10.00 am to 2.00 pm. The café also supports our clients by offering volunteer placements, focussing on customer service, cash handling and basic food and drink preparation.

The Cellar Trust is an equal opportunities employer and applications are welcome from all sections of the community, particularly BAME and LGBTQ communities who are underrepresented within the organisation. We are also a Disability Confident employer, and offer a guaranteed interview to candidates with a disability who meet all the essential criteria in the person specification. If you would like to request a guaranteed interview because of a disability, or you would require any reasonable adjustments at the interview stage of the recruitment process, please specify this in your application.

To apply for this post please submit your CV with a covering letter stating how you meet the person specification to [recruitment@thecellartrust.org](mailto:recruitment@thecellartrust.org). If you would like a copy of any of the recruitment documents in another format, such as a paper copy, please email [recruitment@thecellartrust.org](mailto:recruitment@thecellartrust.org). Only candidates invited to interview will be informed and due to the volume of applications received we may only be able to give feedback to people who are unsuccessful at interview stage.

## Job Purpose

We are looking for a Catering Manager with experience of food preparation in a commercial kitchen. You will be responsible for all aspects of running the café including the supervision of café staff and volunteers. You will have excellent customer service skills, be great with people and have experience of supporting others to achieve results. Experience of operating a barista coffee machine would also be beneficial. As a values driven mental health charity we are also looking for someone who is passionate about mental health and making a difference and who is able to work sensitively with staff, volunteers and clients.

We will require the successful candidate to undertake an online food hygiene course and an enhanced Disclosure and Barring Service (DBS) check.

## Accountability

- Responsible to the Director of Operations
- Supervision of café staff, work placements and volunteers

## Key duties and responsibilities

- Prepare food and drinks in line with the menu agreed by the Director of Operations including cakes, jams and chutneys for external sale.
- Provide direction to volunteers and catering assistants working in the kitchen, allocating tasks and providing necessary support for them to accomplish their work.
- Ensure all staff and volunteers have the correct uniform and are working in line with health and safety requirements.
- Ensure a high level of customer service for all of our customers.
- Accept and check deliveries of supplies against delivery notes and required standards.
- Ensure all food items are kept in appropriate conditions and that all food safety checks are met.
- Supervise the daily checks on equipment and recording.
- Ensure that food is prepared and served in a timely manner.
- Ensure that the till is reconciled on a daily basis and cash handed over to Finance.
- Maintain high standards of cleanliness and hygiene through an ongoing cleaning schedule.
- Work in a proactive, positive and collaborative manner with the Operations Director and other staff across The Cellar Trust to develop the café as a successful social enterprise.
- Undertake all mandatory training.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- To work within all Cellar Trust policies and procedures including but not limited to equality and diversity, health and safety, confidentiality and data protection.

## Person specification

All aspects of the person specification will be assessed through the application process with additional questions at interview stage. Please ensure that all of the criteria below are addressed in your CV and cover letter.

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>	Basic numeracy and literacy skills	GCSE Level 4 or above for Maths and English
		Food hygiene certificate
		Catering qualification
<b>SKILLS &amp; EXPERIENCE</b>	Recent experience of working in a busy catering environment preparing and cooking a range of food	Barista experience / training
	Recent experience of customer service	Experience of working with vulnerable adults and/or people with mental health issues

	Experience of supervising / training others	IT skills including Microsoft Word, Excel and Outlook and using online ordering.
	Experience of carrying out food hygiene and equipment checks in a catering setting	
	Ability to operate a till	
	Excellent customer service skill	
	Excellent interpersonal skills	
<b>KNOWLEDGE</b>	Understanding of the basic principles of food hygiene	Awareness of how to identify and respond to safeguarding issues
	Awareness of the necessary food hygiene and safety checks needed in a commercial kitchen	Knowledge of relevant health and safety legalisation
	Understanding of mental health issues and how they impact on people's lives	Understanding of data protection and confidentiality
<b>PERSONAL ATTRIBUTES</b>	Commitment to working in line with and championing The Cellar Trust values	
	Patient, non-judgmental, respectful and compassionate	
	Comfortable working under pressure and ability to prioritise work, and multi-task	