

# **ASHFORD LEISURE TRUST**

## **JOB DESCRIPTION**

**JOB TITLE:** Catering Manager

**SALARY:** £22,000 to £25,000

**SECTION:** ALT Management Team

**RESPONSIBLE TO:** Centre Manager

**RESPONSIBLE FOR:** Catering Staff

**JOB SUMMARY:** To manage the day to day operation of the catering function across the two Ashford Leisure Trust facilities, including special events and vending. To develop and promote the services provided within these areas to meet customer needs

### **MAIN DUTIES**

- 1 To ensure that the catering section is effectively and appropriately staffed at all times.
- 2 To co-ordinate and control the ordering of all supplies and to be the point of contact for all catering suppliers. Conduct regular reviews of the cost of supplies
- 3 To implement, monitor and review all catering procedures and policies ensuring compliance with Health and Safety and Environmental Health legislation/standards.
- 4 To manage the vending operation ensuring that the machines are always full with appropriately stock.
- 5 To manage the bar function, particularly for special events at The Julie Rose Stadium.
- 6 Liaison with staff responsible for booking special events at all sites to ensure the appropriate service is delivered.
- 7 To maintain regular, consistent and professional attendance, punctuality, personal appearance and adhere to relevant Health and Safety Procedures.
- 8 Manage and increase sales within the catering unit specifically by investigating and introducing new initiatives.
- 9 Conduct internal stock takes and organise external audits within the agreed timescale.

- 10 Plan and help produce the food.
- 11 To ensure a high level of presentation and cleanliness is achieved at all times.
- 12 To assist the Centre Manager with the setting and monitoring of catering business targets.
- 13 To assist the Finance Manager and Centre Manager in the preparation of annual budgets catering and be able to react quickly due to market fluctuations to ensure that the budget is achieved.

### **General**

- 14 To participate in the recruitment and employment of staff in accordance with set procedures. To deploy staff, identifying, initiating and implementing specific training requirements for staff within the catering department by carrying out annual staff appraisals.
- 15 To ensure that all levels of staff carry out their duties as laid down in their job descriptions.
- 16 To have a thorough knowledge of the HR policies and to implement when appropriate.
- 17 To ensure that Health and Safety procedures are complied with at all times.
- 18 To actively participate in and be committed to the corporate management and development of Ashford Leisure Trust.
- 19 To have a good knowledge of the Staff Handbook and adhere to the Customer Care Policy.
- 20 To serve as a member of the Ashford Leisure Management and attend meetings as required.
- 21 To undertake the responsibilities of a Duty Manager when required.
- 22 To undertake other duties that may be reasonably allocated by the Chief Executive or Centre Manager
- 23 You will be required to contribute to your own training and development and to understand your role in Ashford Leisure by attending personal development discussions. The Centre Manager will assist you by maintaining a planned approach and agreeing your personal targets, which will reflect the needs of the business.

**OTHER  
CONDITIONS:**

The working week is one of an average of 37 hours and the post holder will need to regard the hours of work as flexible according to the requirements of the service. The post holder will be required to be present on a shift system with other ALT Managers during the Stour Centre peak periods to support the Duty Manager's and front line staff to include evenings, week-ends and bank holidays.

Employees will be required to operate at any facility managed by Ashford Leisure Trust after receiving appropriate training.

**Health and Safety**

All employees have responsibilities under The Health & Safety at Work Act 1974. These responsibilities are laid out in Ashford Leisure Trust's Safety Policy, available in each Department.

This job description intends to describe the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job and is not intended as a wholly comprehensive or permanent schedule. The order in which duties and responsibilities are listed is not significant.