

## HEAD COOK – CATERING COORDINATOR

Job Title:	Catering Coordinator and Head Cook		
Department:	Business		
Hours:	35 hours per week	Salary/rate:	£22,500 - 25,000 pa
	24/7 operation		
Reports to:	Business Manager		

### RESPONSIBILITIES INCLUDE:

- Planning menus on a weekly and daily basis based on level of business, stock levels and customer requirements.
- Flexibility to work out with normal hours during peak periods to meet business requirements.
- Ability to forward plan menus for visiting groups and events.
- Provide guidance and support to the food production and service team.

### JOB BRIEF

This is an exciting opportunity for an experienced Chef to develop the growing team here at Wiston Lodge. The successful candidate will be responsible for leading the kitchen and service team in the preparation, production and service of a wide range of food items to a high standard. This role will involve menu development, manage the preparation, cooking, and presentation of food for visiting groups and events.

### RESPONSIBILITIES

- Recruitment and management of kitchen team to cover 24/7 operation.
- Menu planning appropriate for a varied range of groups and working with garden coordinator to maximise use of fresh produce from our own gardens.
- Effectively recruit and train new team.
- This is a hands-on role where you will lead and cook from the front cooking 85% of your time, whilst also managing the kitchen standards on health, safety, and hygiene.
- Drive continuous improvement, provide solutions to issues and set goals for productivity.
- Lead and coach the team ensuring they work productively and develop professionally.
- Liaise with bookings coordinator to ensure schedules match needs.
- Create forward planned staff rotas according to bookings and events.
- Manage supplier arrangements for all food deliveries.
- Liaise with business manager to ensure all incoming invoices are approved and paid in a timely manner.
- Ensure appropriate menu and service available for breakfast, lunch, and dinner as per bookings.

### REQUIREMENTS AND SKILLS

- Good communication skills and ability to present ideas to other staff.
- Current intermediate food hygiene certificate City & Guilds 706/2 or equivalent.
- Minimum 2 years' experience in a similar role including experience developing menus and costings as well as working to budgets.
- Experience in banqueting, and full-service environment.
- Computer literacy including email and spreadsheets.