



Job Description

Job title	Part-Time Catering Manager
Status	Permanent / Part-time
Location	The Hospital of St Cross, Winchester
Line manager	Clerk to the Trustees

Job Summary: To manage the Hundred Men's Hall Tea Room, and its Team of Volunteers.

Personnel

1. To recruit, induct, train and supervise volunteers, including managing monthly rotas
2. Liaise with Hospital staff (Porter and Deputy Clerk)
3. Delegate tasks as necessary; keep Clerk updated
4. Submit weekly timesheet (Friday) and keep accurate record and receipts for expenses.
5. Attend Quarterly Visitor Committee meetings

Safeguarding

6. Be willing to undergo a series of safeguarding training courses, and then guide volunteers towards their basic training requirements to cover the necessary aspects of safeguard training
7. To undergo an enhanced DBS check in line with the Job role and responsibilities

Catering

8. Creatively consider growing our savoury/lunch time offerings; aiming for economic, tasty and simple
9. Include a popular variety of foods for visitors, including dietary requirements and allergies.
10. Use local seasonal produce where possible
11. Consider food waste and reduce where possible

Supplies

12. Carry out regular stock takes and re-order foods and other supplies, as required
13. Visit Cash & Carry to purchase stock
14. Liaise with caterers as required
15. Use local suppliers where possible
16. Work with the St Cross Team towards our commitment to the Hospital's Net Zero Policy

Visitor Groups

17. Via the office and the Porter; contact group tour leaders to make arrangements for refreshments.
18. Maintain diary of bookings and allocate volunteers appropriately
19. Liaise with Porter to resolve issues as they arise with visiting groups

Financial

20. Manage and record income (via the till) and expenditure and liaise with Accounts Manager to transfer information to the Hospital's accounts.
21. Place and record orders (for supplies and catering for group bookings) and cc to Accounts Manager
22. Liaise with Accounts Manager for the production of sales invoices



Premises

23. Manage daily set-up and closure of HMH
24. Notify office about issues with equipment. Be responsible for cleanliness and security

Compliance

25. To ensure compliance with Health & Safety and Environmental Health regulations
26. Be Food Hygiene trained and hold a valid Certificate
27. To train volunteers in Food Hygiene, Fire Safety and Fire Drill procedures.
28. Check First Aid Box contents monthly, request new stocks from office
29. Be willing to undertake a First Aid Training course
30. To be committed to our Foundation's equality, inclusion and diversity policy

Marketing

31. Produce a monthly Newsletter for volunteers and Trustees (to include sales totals etc).
32. Use social media to promote special promotions or special cakes/savoury foods being served

Other Duties

1. To carry out other duties as required within the nature of the role of a catering manager..
2. To carry out any other reasonable duties as requested, in line with skills and level of responsibility.
3. At all times to work within and be aware of the Hospital's policies; including our Health & Safety, Fire Safety and Equality & Diversity policies.
4. To attend staff meetings as required
5. To participate in personal performance reviews.
6. To attend any core job-related training.

Terms of Employment

Core Working hours:

Flexible working hours Monday to Sunday

Up to 20 hours per week

Tearoom open between April and October, preparation and training, normally between January and March

Annual leave entitlement

Accrued and paid in line with part-time worked hours

Salary Level

£14.50 per hour

Probation Period

6 months

Pension

Subject to eligibility

Workplace pension

Church of England

Benefits

Invitation to 3 celebratory Gaudy lunches each year (Epiphany – January, Ascension Day, May and Holy Cross Day, September)