

Job Description – Catering Supervisor

Job Title: Catering Supervisor, Llanthony Secunda Priory

Llanthony Secunda Priory (LSP) is recruiting for a part-time Catering Supervisor for its new takeaway catering outlet. This is a short fixed-term contract, with an option for the contract to be extended depending on the performance of the catering outlet.

The Catering Supervisor will supervise the operating of LSP's new catering outlet for its trial opening period in May and June. The anticipated opening days are Fridays and Sundays, with potential of opening a few additional event days/evenings.

The anticipated working hours on Fridays and Sundays are approximately 9.30am-5pm, with a 30-minute lunch break.

The current catering set up does not have cooking facilities, so culinary experience is not required. Applicants should have catering service experience, and a good standard of Food Hygiene and Safety knowledge and training.

This position does not have line management responsibility, but will be responsible for the training and supervision of LSP volunteers, and will work actively with the Llanthony Secunda Priory staff and trustees.

Tasks and Responsibilities

- Opening and closing of the LSP takeaway catering outlet.
- Supervising the catering operations during opening hours, providing efficient and friendly service to our visitors.
- Training and supervising the small team of LSP volunteers during opening hours.
- Responsible for the financial procedures and administration in the catering outlet, including cashing up and reporting on takings.
- Responsible for catering administration, cleaning procedures and managing the cleaning and Food Safety records.
- Managing catering stock, including stock rotation and the ordering of stock as required.
- Opening and closing of the site, to include the locking and alarming of the historic buildings (full training provided)
- Be an advocate for LSP as an independent charity, and support other income generation opportunities such as retail sales and charitable donations.
- Support the LSP team in the operation and maintenance of the site, reporting any issues and helping with events and activities where appropriate.
- Share feedback on operations with LSP staff, supporting the development of the site and the catering offer.
- Work at all times in accordance with the aims of LSP, and appropriate policies, particularly those for equality, diversity, safeguarding and health and safety.

Person Specification:

Experience Requirements

A minimum of 2 years' experience of working in catering and/or hospitality	Essential
A minimum of 2 years' experience of working in a Customer Service environment	Essential
Experience of payment and finance procedures, incl. cashing up	Essential
Good literacy and numeracy skills	Essential
Experience of supervision or management in a catering environment	Desirable
Food Safety training	Desirable
Experience of working with volunteers	Desirable
Experience of working with external companies and/or stakeholders	Desirable
An interest in history/heritage/visitor sites	Desirable

Person Description:

- A personable and professional person, with a passion for Customer Service.
- Positive, flexible, and happy to contribute ideas in setting up new operating procedures.
- Comfortable being part of a team as well as confident working on own initiative.
- Due to LSP's central location in Gloucester, own transport isn't essential, but applicants should consider their ability to get to LSP on Sundays and potentially some evenings.
- Dependable and trustworthy
- Due to the short nature of the contract, immediate availability is essential.

About Llanthony Secunda Priory:

Llanthony Secunda Priory is an independent heritage charity, looking after the 5 acres of grounds and all of its listed buildings and structures. Thanks to generous funding from the National Lottery Heritage Trust, as well as other local and national organisations and supporters, the recent Re-Formation Project has seen the restoration and development of the grounds and several buildings.

The project has ensured we can build on Llanthony's 900-year history and focus on the future, providing a unique events and visitor space in Gloucester.

Benefits:

- A beautiful and inspiring work environment in the centre of Gloucester.
- Covid-19 procedures in place, and PPE provided
- Free parking on site.
- Working in a small and supportive team.
- Support and training provided.
- Contributing to the opening and development of a new catering operation.
- Hourly wage of £10.50 (£11.83 including holiday pay), paid monthly in arrears.

Application Procedure:

please send your CV and a short Cover Letter (maximum 1 page A4) to info@llanthonysecunda.org.

The application deadline is Tuesday 4th May at 5pm.

The anticipated interview date for this position is Monday 10th May.

This current post is funded by the government's 'Culture Recovery Fund', supported by the National Lottery Heritage Fund.

Last Job Description Update: 20th April 2021