

JOB DESCRIPTION

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| Job Title: | BOH Manager |
| Location: | ACC Liverpool |
| Responsible To: | General Manager/Executive Chef/Head of BOH & Logistics |
| Responsible for: | BOH team |

Scope and General Purpose-

To ensure the cleanliness of all areas across the business. To ensure that all of the BOH team are working safety, and in line with organisational policies. To be responsible for the organization and storage of stock and equipment on site.

Key attributes – Essential

- An ability to deliver under pressure
- To be approachable
- An eye for detail
- Great time management skills
- Excellent communication skills
- To be proactive
- An ability to work well in a very changing environment

Main Responsibilities

- To implement consistent standards of operation in line with client, company needs and expectations
- To be responsible for the correct operation and cleaning of all machinery, particularly dishwashers
- To maintain all operating equipment, floors, walls, ceilings and kitchen equipment to the highest standards of cleanliness
- To ensure that all cleaning schedules for all areas of responsibility are carried out to the required standards
- To ensure that the rubbish throughout all areas of responsibility is removed on a daily basis
- Ensure all SOPs are maintained and staff are fully trained.
- Assist the Operations team in ensuring that all detailed equipment requirements/ kit lists for each event are in place in a safe manner, as per company procedures.
- Ensure that all areas are set and prepared to meet with relevant requirements.
- Oversee and support all operations on a daily basis.
- Ensure adherence to company uniform standards across all areas
- To effectively maintain, manage and develop a core team and provide them with the information and tools with which to achieve their roles
- Lead your team by communicating and motivating individuals effectively towards achievement of objectives
- Ensure that casual employees are thoroughly briefed and capable of expectations.
- Issue detailed rosters, staffing effectively whilst controlling costs in-line with budgeted payroll.
- Administer stock stakes on monthly basis reporting on shortages and cost implications.
- Ensure safety walks are completed and recorded in line with company procedures.
- Ensure all mobile catering equipment is maintained and stored correctly.



- To report any faulty equipment, walls, ceilings and floors in all areas of responsibility to engineering
- To control the storage of operating equipment and the cleanliness and tidiness of the store.
- To attend to any relevant meetings and to communicate the topics discussed to the rest of the team
- Provide guidance via job chats and annual appraisals for all direct report/guaranteed Hours and Non-Guaranteed Hours staff.
- Communicate with Training & Development Manager in respect of personal development, training, appraisals and long term objectives
- Work with the Training Manager to support the recruitment, induction, training and development process of the BOH casual team. Strive to have and retain a passionate, award winning team; known to be the best in the business
- To be aware of and ensure that those responsible to you are aware of all legislation that is relevant to your work and ensure that all legal requirements are met including: Health and Safety at Work, Food Safety, Allergens, COSHH, Environmental Health, Fire Precautions and any others.
- Adherence to all Company Policies

Occasional Duties

- To assist at Company's Major Events when able to do so.
- Attend training courses designed for personal development

This job description is non-contractual and is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at time of writing.