

Job Description:
Deputy Catering Manager

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| Function: | Education |
| Job:  | Catering Management |
| Position:  | Deputy Catering Manager |
| Job holder: |  |
| Date (in job since): | Vacant Position |
| Immediate manager (N+1 Job title and name): | Catering and Events Manager  |
| Additional reporting line to: | Group Manager  |
| Position location: | LVS Ascot |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To assist the General Manager to supervise and control the Catering services and to provide a service for the client according to his/her specification within the standards laid down in the service agreement.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: **N/A** | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Add point
 |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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|  | **Operations Manager** |  |  |  |
|  | **Carolyn Clark** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Group Manager** |  |  |  |
|  | **Jim Gavin** |  |  |  |
|  |  |  |  |  |  |  |  |
|  | **Events & Catering Manager** |  |  |  |
|  | **Corrine Bromley** |  |  |  |
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|  |  |  |  |  |  |  |  |
| **Head Chef** |  |  | **Deputy Catering Manager** |
| **Lea Eastman Thompson** |  |  | **Vacant Postion** |

Add org chart |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Effectively communicate with both front and back of house to enhance food and service standards.
* Take full responsibility for Health and Safety, Risk assessments, HACCP and Staff training.
* Carry out Administration duties in preparation of closing books. Entering invoices, stocks, stock takes, recording sales on EprophIT.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * To ensure all food is prepared with due care and attention, particularly in regard to customer’s special dietary requirements, for example nut, dairy or wheat allergies.
* Accepting full responsibility for the service and to be responsible for all Hospitality related activities, production service and clear down.
* To deputise in the Catering Managers absence (covering sickness and holidays).
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Train; create awareness and safety measures to reduce the rate of accidents.
* Develop; self and others to maximize optimum efficiency.
* Food Standards: Be present, observe and implement required Standards to client’s satisfaction.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Ability to achieve and set standards and operate to performance criteria.
* Good interpersonal skills and ability to communicate effectively with customers, clients and staff.
* Good time management and organisation skills.
* Good Standards of literacy and numeracy.
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Planning and Organising.
 | * Safety Focus
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| * Brand Notoriety
 | * Team Work.
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| * Self-motivated.
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| * Employee Engagement
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| * Development and Continual learning.
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| 9. Management Approval – To be completed by document owner |
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| Version |  | Date | 08/09/2017 |
| Document Owner | Corrine Bromley |

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**EXAMPLE**