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# Ainsdale Lunch & Leisure

Ainsdale Methodist Church  
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## Job Description Catering Manager

March 2019

Responsible to the Ainsdale Lunch and Leisure (ALL) Manager

**Duties:-** As directed by the ALL Manager

### **Main Duties and Responsibilities:-**

1. Planning of healthy menus for advance approval by the ALL Manager.
2. Preparation, cooking and appropriate presentation of meals required on a daily basis.
3. As part of the ALL team develop the Chapel Café.
4. Maintaining stock levels and ordering supplies as and when required and in accordance with procedures agreed with the ALL Manager. Being aware of set budget and working to meet this objective.
5. Ensuring that the kitchen and all kitchen utensils and equipment, crockery and cutlery are clean and properly stored after all ALL activities.
6. Ensuring the cleanliness of the café and dining areas including end of day procedures.
7. Ensuring that the requirements of government health and safety legislation, including Safer Food and Better Business are strictly observed with appropriate record keeping and that established cleaning routines are maintained.
8. Organising, leading and motivating all kitchen staff, including:-
  - a) Supervision of Catering Assistant to include relevant training.
  - b) Supervision and training of volunteers, including those with special needs, who work in the kitchen and dining area. To actively participate in their recruitment in conjunction with the ALL Manager.
9. Planning of duty rotas.
10. Being flexible to support other functions/events as organised by the ALL Manager in line with the ethos of the charity.
11. Attending regular meetings with the ALL Manager as and when arranged.
12. To read, understand and comply with the Policies and Procedures of ALL.
13. To participate in an annual development and review process.
14. To attend Training in accordance with ALL requirements including Food Hygiene and First Aid.
15. Any other reasonable duties as directed by the Manager or the Board of Trustees.

