



Catering Supervisor

Job Title: Catering Supervisor

Location: Kent Life, Maidstone

Hours of Work: 5 out of 7 days in high season with a minimum of 15 hours per week.

Hours will vary depending on time of year, with the potential to earn more in high season, holidays and weekends.

Wage: £7.70

Reports to: Catering Manager

Accountable to: General Manager

Job Function: To support the Catering Manager and act as supervisor to the catering offer with the overall aim of delivering complete guest satisfaction. Duties will include all aspects of guest services including taking and processing orders, cleanliness of all working areas, cash & credit card transactions, stock ordering and replenishment, staff training and catering staff rotas

Key Tasks and Requirements

- Supervise all catering areas during the season including weekdays, weekends, bank holidays and special event days.
- Responsible for taking, preparing & processing guest's orders ensuring a consistency of service and excellent guest care at all times.

- Accountable for cash handling, till and PDQ reconciliation.
- Responsible for opening and closing of the building including activating alarms.
- Be available to work on all appropriate peak times, bank holidays and event days.
- Maintaining all Log books and legal records for the Food and Beverage Department.
- Responsible for placing all deliveries away, restocking of all display stands, shelves and fridges.
- Liaise with suppliers and order stock as required.
- Managing the Food and Beverage rota and team timekeeping.
- Maintain the cleanliness all Food and Beverage areas.
- Support with the training and induction of the Food and Beverage Team.
- To support the corporate and group catering offer. Including setting up, serving and clearing the offer as required.
- To maintain a friendly and helpful attitude towards the guests at all times
- To upsell any consumables with the aim of maximising the income generated from the catering areas.
- Report any faults or problems to the Catering Manager or Duty Manager immediately.

This job description is not exhaustive and other duties or tasks may be required as specified from time to time in accordance with the job role.

Closing date 29th July