**JOB DESCRIPTION**

**Seafront Catering Supervisor**

**Department: Commercial Operations Team**

**Division: Seafront Operations**

**Section:**

## 1. Job Purpose & Objectives

To assist the Seafront Catering manager in the provision of a cost effective, high quality, customer orientated catering service

## 2. Main Duties & Responsibilities

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| To deputise for the Seafront Catering Manager assuming full responsibility for the beach catering operation in his absence. |
| Act as key holder and be responsible for opening and closing of catering outlets. |
| Assist in ensuring facilities are operated in line with budgetary provision and maximising profitability. |
| To maintain staffing levels to meet seasonal business demands |
| To assist the Seafront Catering Manager in all aspects of recruitment, staff training and appraisal, ensuring compliance with all relevant regulations and policies, including: Health & Safety, Environmental Health, Licensing and in house Safe Assured Catering programme |
| Assist in monitoring and controlling the issue of stock through clearly identified systems. To be aware of any possible fraudulent activity and take the necessary action to resolve to a satisfactory conclusion |
| Ensure stock levels are held within current business trends and merchandised in a manner to maximise sales |
| Assist in the float holding collection, control and reconciliation of income and related administrative duties. To investigate any reported variances to a satisfactory conclusion |
| Ensure all outlets are kept in a clean and tidy condition, ensuring total compliance with the safe assured catering programme |
| To provide a helpful and courteous service to all customers, assisting with general enquiries, in accordance with the Council’s Customer Care Policy |
| To utilise any new technology where required |
| To undertake any duties from time to time commensurate with the grade of the post |
| Ensure compliance with Health & Safety legislation as it applies to employees and contractors in such areas of the workplace which fall under the direct supervision of the post holder. |
| Comply with the Council’s Standing Orders, Financial Regulations, Divisional Procedures and any relevant legislation |

## 3. Supervisory / Managerial responsibility

## To supervise General Assistants within catering unit, deputising for the Beach Catering Manager in his absence.

1. Assist in the recruitment and supervision of seasonal staff

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| ***Job title and type of work carried out by the staff supervised\**** | ***Type of worker e.g. voluntary, casual, agency, seasonal\**** | ***Number of staff supervised\**** | ***Nature of Supervision\**** |
| Catering staff | Permanent and casual | 50+ | Allocate, monitor & check work. |

## 4. Communication/Contacts

## The post holder will be in direct contact and full view of the public at all times. All customers will be dealt with in a polite and courteous manner with the post holder displaying sensitivity towards specific requirements.

## The postholder will deal with suppliers and distributors on a regular basis.

## The postholder will deal with other members of the Seafront Operations Team

## 5. Career Path linked to this post

N/A