



Catering Manager

Location - Future Business Centre, Peterborough (FBCP)

Hours – Full Time (40 hours - 07:00 to 16:00 Monday to Friday with 1 hour for lunch each day). Although it is recognised that additional hours may be required during the week and occasional evening/weekend work may be necessary.

Salary - £24,000.00 - £28,000.00 per annum depending on experience

Reports to – Centre Manager

We have a new and exciting opportunity at Allia for a Catering Manager to run and manage our brand new Bistro within the Future Business Centre. The Bistro aims to deliver a high quality catering experience for tenants whilst playing an integral role in establishing the facility as one of Peterborough's premier venues for business meetings and events. Allia will also look to the kitchen to provide training and learning opportunities for young people engaging with apprenticeships and work experience placements.

You will be able to bring strong experience in managing all aspects of a catering facility and confident in assuming responsibility for the day to day running of the various catering services at Allia. You will be passionate about training and development and using your skills and experience to train future generations. We are looking for a self-motivated, experienced individual with a positive attitude ready for a new challenge leading a dedicated team.

Main Duties and Responsibilities

- You will work with the Centre Manager to set the strategy and vision for The Bistro and its activities
- You will be responsible for the financial management and reporting for the Bistro and catering activities including pricing, procurement, staffing and profitability. You will set menus to deliver a high quality but price sensitive offering for users and assume the role of Head Chef for the kitchen.
- You will be responsible for the entire day to day management and operations of the Bistro
- You will recruit, train and develop Bistro staff whilst organising, leading and motivating them.
- You will ensure that the Bistro meets all legal, health and safety and food hygiene requirements.
- You will be responsible for the preparation, cooking, presentation and organisation of all meals, buffets, other food and beverages.

- You shall maintain stock levels and ensure all produce is ordered in a timely manner using local suppliers wherever possible.
- You will monitor the quality of the product and service provided to all customers.
- You shall interact with customers and the Allia team, seeking their views and opinions using both verbal and written communication.
- You will assist Allia by undertaking any such activities as may be reasonably required.

Skills, Qualifications & Personal Attributes Required

- A degree or college diploma (or equivalent) in food and beverage management (or similar).
- Food hygiene, allergen and health & safety qualifications.
- A passion for providing a first class catering service to customers.
- Experience of working to and reporting against financial and performance targets with previous experience of managing budgets and handling price negotiations.
- Experience of working with a wide range of suppliers.
- Excellent computer skills, and a willingness to learn new programmes/systems.
- An approachable, friendly and professional manner with a can-do attitude, and a willingness to develop/grow.
- A confident and effective people manager capable of effectively motivating a small team and enjoying the opportunity to develop staff in their skills and confidence
- Excellent communication skills, with a high standard of spoken and written English.
- A highly organised and efficient approach to work.
- To be a self-motivated individual able to work on own initiative.
- To have a commercial business awareness.
- To have strong time management skills.
- Willing to work flexibility to meet the demands of the business.

To apply: Send your CV (including contact details of two referees) and covering letter to: recruitment@allia.org.uk

Closing date for applications: 5pm on Friday 14th October 2016.