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## **JOB DESCRIPTION**

**Job Title:** Catering Supervisor/Front of House Team Member

**Year Commencing:** May 2024

**Job Location:** Daytona Sandown Park

**Reporting To:** General Manager

**Place in Organisation:** Catering Department/Front of House

**Contract Type:** Full-time / permanent (requires flexibility for 7 days operational business).

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### **MAIN PURPOSE OF JOB**

To prepare using fresh ingredients, cook and serve hot and cold meals to a high standard. Ensure compliance with H&S standards. Maintain accurate food records and stock levels / rotation.

#### **General Responsibilities:**

1. To be aware of and comply with the regulations as set out in:
  - The Food Safety Act;
  - The Weights and Measures Acts;
  - The Health and Safety at Work Act; COSHH Regulations; The Licensing Act.
  - HACCP (Hazard Analysis Critical Control Point)
2. To be fully accountable for the catering department ensuring that all staff comply with all regulations, some of which are highlighted in point 1.
3. To manage and operate the catering function in accordance with Business needs, Company policy and legislation as laid down in The Food Safety Acts, The Weights and Measures Act, The Licensing Act, The Health and Safety at Work Act and COSHH Regulations.
4. To have a high level of culinary experience, ensuring exceptional food preparation and presentation at all times.
5. To be fully aware of business demands on the circuit and to ensure that all menus, as required, are provided to the highest standard, and in

accordance with company guidelines.

6. To monitor venue food costs and portion control, to maintain and improve the budgeted food costs and gross profit of the venue.
  7. To monitor, control and record, all stock levels held on site and ensure that all foods dry and fresh, are stored in a safe and hygienic manner, ensuring that stock rotation is maintained and monthly reports are submitted to the Finance Director.
  8. To be responsible for the ordering of all food supplies in compliance with company ordering procedures, in consultation with the General Manager.
  9. To ensure safe and hygienic working practices and workplaces, and to ensure that all equipment is in good working order and used only for the purposes for which each item is designed.
  10. To ensure the safekeeping of all company stock, equipment and assets at all times and to report any faults, damages or loss immediately.
  11. To be fully conversant with the company's bookings and operating system ('ClubSpeed').
  12. To ensure compliance to the company's cash handling procedures at all times and carry-out accurate till reconciliation at the end of each shift.
  13. To be directly responsible for all Catering budgets (Staffing and Purchasing).
  14. To liaise with the Sales and Operations teams regularly to ensure that stock levels are maintained, and the correct products are prepared according to event bookings.
  15. To ensure the Catering Team are fully briefed as to the nature of duties expected of them and comply with Company Policy and all other procedures and regulations as required.
  16. To ensure that all areas, both front and back of house, are kept in a clean, tidy and hygienic condition.
  17. To ensure that company paperwork is completed as required and reporting procedures are compiled and circulated to relevant departments in an accurate and timely manner.
  18. To comply with all reasonable demands and requests made by the General Manager or any other member of Daytona Management.
  19. To be commercially aware and to monitor customer trends enabling product development and improvement.
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**Relationships:**

- a) Directly responsible to the General Manager.
- b) Responsible for all Catering Team members.
- c) Customers & Suppliers.
- d) Sales Teams
- e) HR Director/HR Department

**Limits of Authority:** In accordance with Company Policy.

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**PERSONAL PROFILE:**

- To lead and motivate the kitchen/catering team.
- A leader by example to provide a constant level of service to adhere to company standards and customer satisfaction.
- To conscientiously and professionally fulfil the duties specified within the role.
- To promote at all times the professional image of the Catering Department by ensuring high standards of both professional and personal presentation.
- Previous kitchen management or head chef experience is essential within branded units.
- You will have great people skills & be a strong leader.
- Be computer literate have knowledge of stock control, rotas and budgetary controls is essential.
- You will need to demonstrate previous kitchen management experience in a high-volume food outlet, stock-control and ordering.
- You will also need to demonstrate that you have experience in managing a team of people in this environment, whilst being passionate about the business.