

### **Assistant Catering Manager**

**Reporting to:** Catering & Events Manager

**Expected Salary:** Competitive

**Contract:** Full time

**Hour of Work:** 37.5 hours per week, including unsociable hours outside of the standard 9am-5pm.

**Closing Date:** Monday 3 March 2025

**Location:** The Ambassador Cruise Line Ground, New Writtle Street, Chelmsford, Essex CM2 0PG

#### **Purpose**

- To support the senior catering management team in all areas with particular attention to housekeeping standards, service requirements, event function sheets and staff training. To help control all business needs including bars and staff service, ensuring the department has adequate supplies to meet business demands.
- Ensuring at all times complete customer satisfaction. Adhering to all company safety and hygiene standards. To take responsibility to manage the site in the absence of the Catering & Events Manager.

#### **Main Duties**

- To ensure that the highest standard of customer service applies to all events both matchday and non-matchday happening and that company health and safety policy is adhered to.
- To ensure the highest standards of cleanliness, tidiness and maintenance in all function areas, back of house areas and public areas within the catering department.
- To ensure the highest standards of food and beverage service to the times instructed by the client.
- To ensure that all members of staff and casual staff are trained to a level which enables them to carry out their duties according to departmental standards.
- To ensure that all staff and casual staff adhere to departmental standard of dress and personal hygiene at all times.
- To assist the Catering & Events Manager with the recruitment of casual staff.
- To inform the Catering & Events Manager of any disciplinary matters regarding employees.

**FLY LIKE AN EAGLE**

- To ensure the control of all departmental equipment ensuring that breakages are kept to a minimum and that misuse of establishment property does not occur.
- To maintain liquor control procedures and to adhere to legal requirements in respect of the sales of alcohol to the public.
- Liaise with bars that all till readings are completed correctly at the end of each event
- To be fully conversant and constantly updated with all paperwork involved in running the department.
- To delegate tasks to the team to ensure the smooth operation of the venue at all times.
- To help manage the control of linen.
- To attend meetings to discuss forthcoming business if required.
- To attend training sessions as required.
- To comply with any other reasonable request made by the Catering & Events Manager.
- From time to time to assist other departments when business levels allow.
- To cover in the managers absence, ensuring the team follow all procedures and policies relating to the job.
- Familiarise yourself with all allergens within the venue's food and drink offerings and the allergen risks involved the Catering & Events Manager of any disciplinary matters regarding employees.

#### **Constraints**

- It is your responsibility to be present at the prearranged hours on the rota, should a problem arise, you must inform your line manager as soon as possible.
- Consumption of alcohol/drugs on or before duty is prohibited.
- You are required to be present for matchday fixtures unless absence is due to exceptional circumstances or leave approved by your line manager.

**FLY LIKE AN EAGLE**



Essex Cricket is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services.

Essex Cricket will ensure that all existing and potential employees receive equal consideration and is committed to the elimination of unlawful or unfair discrimination on the grounds of age, gender, gender reassignment, marital or civil partner status, disability, race, colour, ethnic or national origin, religion/belief or sexual orientation.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process, and we would aim to reach agreement to the changes.*

To apply please complete the Essex Cricket application form supplied and return to [vacancies@essexcricket.org.uk](mailto:vacancies@essexcricket.org.uk).

Closing date for applications is Monday 3 March 2025.

All applications will be reviewed once received and interviews will be held on a rolling basis for any candidates with the relevant qualifications, experience and right to work.

Essex Cricket reserve the right to close the application process prior to the advertised closing date should a suitable candidate be identified.

**FLY LIKE AN EAGLE**