



Job Title:	Catering Manager
Reports to:	Operations Manager
Key Relationships:	Internal: General Assistants House Manager Front of House Supervisor Property & Estate Manager Bursar External: All guests and visitors to The Burn who require a catering service. Suppliers & Contractors External agencies associated with Food Safety Legislation
Staff reporting:	Cook & Front of House Supervisor
Budget:	Cost of sales for all catering activities
Based at:	The Burn, Glenesk, Brechin, Angus. DD9 7YP
Salary	£35,000 per annum

Job Purpose

You will be responsible for running the catering provision at The Burn, which is largely about welcoming residential groups (numbers are rarely above 50 guests) for academic retreats, whereby good home cooking is popular, to private groups, who welcome (and would be paying a premium for) a more Table D'Hote style menu. In all cases, we focus on fresh produce from local (including our own gardens) suppliers and tailoring simple menus of the highest quality.

You will share the cooking & food preparation with a part-time Cook and liaise with the Front of House Supervisor and their team of General Assistants to ensure that high quality menu options

are presented to our guests, and they enjoy high quality catering which accommodates their diverse dietary and cultural requirements.

Naturally, as a charitable trust, we need to generate a surplus, so you will be comfortable with working to achieve a respectable gross profit margin, having negotiated the best prices from our approved suppliers. You will focus closely on minimising food waste.

The catering budget extends to the cost of sales for all menus plus the disposables needed to run a clean and hygienic operation.

Key Responsibilities

Food Preparation

- Draw up menus and prepare all food for guests for their breakfasts, lunches, suppers, cakes and for function menus for our commercial clients.
- Batch cook cakes, pastries and snack items as well as prepare fresh-to-serve menu items for pre-booked guests and other visitors to The Burn.
- Source the best ingredients, from our approved suppliers, working on seasonality and best value.
- Liaise with the Property & Estate Manager on the initiative to produce The Burn fresh, seasonal vegetables, fruit and herbs on the estate, so that as much estate-grown produce as is practicable is used for our catering service.
- Liaise with guests and potential guests on creating menus for special occasion bookings, ensuring that all dietary requirements are captured and catered for.
- Keep records of recipes and ingredients to ensure complete capture of information in relation to food allergens.
- Train General Assistants in the basics of Food Safety & Hygiene relevant to their roles in food prep and presentation.
- Order adequate quantities of food stock in time for the preparation of menus for all groups/guests.

Kitchen Management

- Maintain a safe, clean, compliant working kitchen and food preparation environment.
- Maintain appropriate records of food stock, wastage, temperatures and dates for all food items.
- Manage a delegated budget, providing regular reports on gross profit and other performance indicators.
- Draw up a cleaning schedule for all areas/equipment in your department, which is updated and ready for inspection by any relevant external agents.
- Ensure all equipment is operated properly and any damage/faults are reported to the relevant department head and/or your line manager.
- Maintain a Recipe Book so that dishes are prepared to the same high standards whoever is responsible for the days' food service and for the correct monitoring of allergens and dietary requirements.

Food Safety & Health & Safety

- Maintain a safe hygienic environment within your department that complies with all Food Safety Legislation and relevant H&S legislation as it relates to your role and responsibilities.
- Undertake monitoring of temperatures, equipment and stocktakes so that food is kept at correct temperature, stock control is in place and a monthly GP is calculated for budgeting, reduction of wastage and performance and food safety purposes.

Staff Management

- Set up and maintain excellent communications with the Cook and any other roles relating to this post.
 - In collaboration with other department heads and your line manager, draw up monthly staff rotas relevant to booked business, in plenty of time, ensuring all information needed for the catering provision of guests is available and circulated to all who need sight of it.
 - Partake in induction and training, distributing information to the wider team/line management such that each person knows what is going on at any point of operations.
 - Take an active role in the wider team building culture, ensuring excellent communications lie at the heart of staff and volunteer morale.
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Person Specification

- The postholder must hold a recognised professional qualification in food preparation/catering.
- At least Intermediate or Level 3 Food Hygiene Certificate holder, with a willingness to work towards Level 4/Advanced.
- At least 7 years' experience in the practical preparation of high quality dishes for around 50 people at a sitting, using fresh, seasonal ingredients, and cooked to the highest standards, recognising the need to accommodate a variety of dietary requirements.
- Highly competent in producing menu items to a tight time scale, to a budget and to the highest standards.
- Strong and supportive team leader, able to build confidence in the food preparation team working in their kitchen.
- Confident in liaising with guests from all backgrounds and cultures, delivering strong customer service in a tightly budgeted professional environment.
- Strong communication, budgeting, planning and team leadership skills.
- The Burn has a small team and we share a love of this special place and the need to be really careful about costs because it is an expensive place to run and maintain. The culture here is that at times, there will be a need to pitch in with the rest of the team to help out in areas outside of your role but for the benefit of the greater good of our work as a charitable trust. All our guests leave outstanding feedback because they enjoy and appreciate the 'home-from-home' atmosphere that we provide. We need the person in this key role to be a great fit to the wider team as we all work very closely together for the benefit of our guests.

Some Background Information

The Burn is a 20-bedroomed Mansion House, Listed Grade B, originally built in 1791, but largely remodelled in 1933-35. Once the home of the Russell family, they left the Mansion and 200-acre estate to what became Goodenough College back in 1949, since when, it has been operating as an academic retreat for mostly International and Scottish university post-graduates, in line with our charitable objects: “To deliver a vibrant community through a unique programme of intellectual, cultural and social activities in line with our values of global citizenship and social responsibility. The Burn offers retreat accommodation in Scotland”.

Alongside our core business of academic retreats, we offer exclusive hire of the Mansion, for private, family celebrations and other events and we offer holiday accommodation in 3 self-catering properties. This is administered under our Enterprises arm and the surplus is invested back in the charity.

The estate is a beautiful woodland oasis, with the River North Esk running through a spectacular natural landscape, home to many rare, nesting birds and Red Squirrell. Parts of the estate are designated and SSSI (site of special scientific interest). The broadleaf woodland becomes rich with autumn colours and there are many walks for all.

This is a varied, sleeves-rolled-up role, working closely with a small, dedicated team. The Burn is at a pivotal moment in its long history of welcoming guests and the post holder will be a part of the step change in standards of food preparation, encouraged to give their views on what we grow onsite to create our menus from as close to home as possible.

Our business model will need to develop in order for us to halt years of operating at a deficit and to build on our market base. We will be welcoming new guests and clients, alongside our traditional core market of the post-graduate community associated with Goodenough College, London, and as hosts to UK and overseas Universities.

You will be encouraged to expand our catering offer to include, for example, some cooked to chill items to provide a part self-catering option to guests.

The Burn & the Estates team care deeply for this beautiful place and your hard work and strong sense of responsibility will make for a rewarding role, helping this small, educational charity to reach its ambition of sustainability and conservation of the historic and natural environment.