

# Senior Catering Manager, Scone Palace

A rare opportunity has just arisen to join our dedicated team and we are seeking to appoint an exceptional **Senior Catering Manager** to oversee the delivery of our daily catering provision, maintaining the very highest standards of both food quality and service.

## About you

Do you have a passion for innovative menus, an interest in food provenance, and a flair for baking? Then we'd love to hear from you.

Applicants should have a keen interest in food, as well as a good working knowledge of HACCP and food safety with a proven track record as Head/Lead Chef or Chef Manager. Previous experience in a similar role is essential as are strong leadership skills. Business acumen and financial management with good IT skills together with the ability to organise and prioritise a busy workload is necessary.

You will have a 'can do' attitude and a genuine commitment to quality standards and customer service. You will also be involved in the long-term strategic plans for the business and have the ability to manage an enthusiastic team, including front of house operations. Prior experience as Premises Manager and a certified Personal License Holder is desirable.

## What we can offer

We offer sociable working hours and the chance to work in a unique and varied business. Scone Palace is an iconic venue and 5 star visitor attraction, welcoming over 100,000 visitors a year. Nestled on the banks of the River Tay in beautiful Perthshire, we are renowned for our exceptional food quality and service and pride ourselves in using the very best of produce from our own market garden.

Please download an application form and detailed job description via our website [www.scone-palace.co.uk](http://www.scone-palace.co.uk) and return to [anne@scone-palace.co.uk](mailto:anne@scone-palace.co.uk)

Scone Palace, Perth, PH2 6BD

## Job Description for Senior Catering Manager, Scone Palace

<b>Job Title: Senior Catering Manager</b>	<b>Responsible to: Head of Scone Palace</b>
<b>Main purpose of job:</b> To oversee the delivery of the daily catering provision within Scone Palace with strong leadership skills, maintaining exceptionally high standards of both food quality and service and ensuring all legal compliance is achieved, and company guidelines are followed whilst meeting company targets and budgets.  Catering provision comprises: Coffee Shop (seats 70); Old Kitchen (seats 50); group catering, including conferences, functions, events and sporting lunches plus ad-hoc catering requests for overnight guests. Scone Palace welcomes over 100,000 visitors per year, in addition to ad-hoc stays, events and functions. <i>The Coffee Shop is open 7 days a week between 1<sup>st</sup> April and 31<sup>st</sup> October and on Fridays, Saturdays and Sundays between November and March (subject to review). The Palace and Gardens are closed to Visitors from mid December until 31<sup>st</sup> January. This is an annualised role so hours worked may vary from month to month but the salary will be paid monthly in 12 equal installments over the year.</i>	
<b>Responsible for the following staff:</b> All Catering Staff, supporting and developing the team to sustain performance.	
<b>Main responsibilities include:</b>	
<b>Food and Menu Preparation</b> <ul style="list-style-type: none"><li>- Have a very good understanding of, and desire to promote, food provenance and seasonality</li><li>- Daily ordering of food, ingredients and consumables as required and within budgetary restraints</li><li>- Daily production of baking, cakes, meals and snacks as per agreed menus and to company standards</li><li>- Production of bakery products for sale in Palace retail outlets</li><li>- Production of marmalade, jam and chutney for sale in Palace retail outlets</li><li>- Menu planning and price setting in conjunction with the Head of Scone Palace, Head of Events and the Owners as required</li><li>- Liaising with the Head Gardener re produce and developing seasonal Kitchen Garden menus</li><li>- Maintain or raise profit margins on food and drink</li><li>- In-house catering for events, meetings etc</li><li>- Preparation of sporting lunches, picnic lunches etc</li><li>- Cooking for private functions as required</li></ul>	
<b>Staffing</b> <ul style="list-style-type: none"><li>- Management of kitchen and seasonal front of house catering staff</li><li>- Take responsibility for the day to day running of the department</li><li>- Be able to take the lead and know when and how to delegate</li><li>- Responsible for the training of Catering staff in any food or drink preparation tasks required</li><li>- Production of staff rotas</li></ul>	
<b>Health &amp; Safety</b> <ul style="list-style-type: none"><li>- Complying with local environmental health standards regarding health &amp; safety and food hygiene</li><li>- Ensure compliance with Food Allergen and Product Labelling regulations</li><li>- Ensuring cleanliness of kitchen, food storage areas and all catering equipment</li><li>- Carry out monthly food safety and health &amp; safety audits</li><li>- Ensuring staff and customer safety during fire drills and evacuations</li><li>- Ensure all Catering staff complete all mandatory training including Licensing training</li></ul>	
<b>Other</b> <ul style="list-style-type: none"><li>- Record keeping: orders; temperature and hygiene records etc</li><li>- Budgetary control of the department and monthly reporting in conjunction with Head of Scone Palace</li><li>- Approving and coding purchase invoices</li><li>- Developing cross-selling opportunities within the business</li></ul>	

- Handling customer queries and complaints
- Undertaking any appropriate training as required
- Act as senior manager on duty as required
- Any other reasonable duties as requested by the Management team

*This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive*

September 2023

### Person Specification for Senior Catering Manager, Scone Palace

FACTOR	ESSENTIAL (E) Or DESIRABLE (D)
<p><b>QUALIFICATIONS</b>  HACCP and food safety qualifications  First Aid Training  Personal Licence Holder (or prepared to train towards)</p>	<p>E  D  E</p>
<p><b>EXPERIENCE</b>  Demonstrable practical experience of working in a similar role  Good knowledge of Health and Safety at work and other relevant legislation  Sound knowledge of relevant legislative standards</p>	<p>E  E  E</p>
<p><b>SKILLS AND ABILITIES</b>  Standards and quality driven management style  Interpersonal, administrative and organisational skills  Ability to work well under pressure and to prioritise  Financial and commercial acumen  Computer literacy  Excellent culinary skills</p>	<p>E  E  E  E  E  E</p>
<p><b>PERSONAL QUALITIES</b>  An ambassador for excellent customer service  A passion for innovative menus and interest in food provenance  A flexible, supportive and 'can do' attitude  Attention to detail  An adaptable individual who can communicate well with staff and visitors  Ability to develop, establish and maintain positive relationships with colleagues, stakeholders and suppliers  Ability to support, coach and motivate your team to achieve success</p>	<p>E  E  E  E  E  E  E</p>
<p><b>MOTIVATION</b>  Motivated by an enthusiasm for quality and great service delivery  Very organised and enjoys working in a busy environment  Proactive and hands-on approach to work  A team player and able to use own initiative  Reliable and keeps good time  Demonstrates drive and a proactive approach to work  The willingness to undertake any training required for the role</p>	<p>E  E  E  E  E  E  E</p>