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<b>JOB TITLE</b>	Catering Site Manager
<b>DATE</b>	10 <sup>th</sup> January 2024
<b>REPORTS TO</b>	Matthew Atkins (Owner) & Joanne Atkins (Managing Director)

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### **JOB DESCRIPTION**

<b>Purpose of role</b>	<i>To plan, oversee &amp; enact day-to-day operations of the catering sites sales, service, kitchen, staff &amp; cleanliness.</i>
<b>Main duties and responsibilities</b>	<p>Core objectives include:</p> <ul style="list-style-type: none"><li>• Liaise with management in the planning, booking and execution of the site kitchens contracts and its requirements around connection, maintenance &amp; staffing.</li><li>• Managing rostering, ordering, stocktake, planned maintenance and day-to-day operations.</li><li>• Customer service, sales, kitchen operations &amp; site cleanliness.</li><li>• Creating a dynamic and engaged team driven for success.</li><li>• Marketing and promotional needs as required.</li></ul>
<b>Other duties</b>	<p>The above list is not exhaustive and the role may change to meet the overall objectives of the company. Fulfil other duties as required by management and other department personnel as requested/required.</p>

### **PERSON SPECIFICATION**

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Cert III in Hospitality, Retail Management, Business, Events Management or similar.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum 5 years in a Management role is ideal.</li></ul>
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Employment Relations, HR, Hospitality/Customer Service.</li></ul>
<b>Skills &amp; competencies</b>	<ul style="list-style-type: none"><li>• <b>Customer service focused:</b> committed to providing exceptional customer service across all channels – written, phone and face to face.</li><li>• <b>Communication:</b> the ability to communicate clearly and concisely, varying communication style depending upon the audience.</li><li>• <b>Attention to detail:</b> excellent attention to detail and written skills when communicating with others, both internally and externally.</li><li>• <b>Commerciality:</b> ability to apply knowledge in a practical, commercial manner.</li></ul>

- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

**Personal attributes**

- Professional approach.
- Dynamic Team Player.
- Ability to work under pressure.
- Organisational and time management skills.
- Excellent attention to detail.
- Confident manner.
- Positive approach to change.
- Approachable and kind demeanour.
- Honest & Trustworthy Leader.
- Ability to navigate a path on their own.
- Troubleshooting abilities.
- Fast thinker while on the go.

**Other**

- Food Safety Supervisor Certificate required.
- Responsible Service of Alcohol Certificate required.
- First Aid Training accredited.
- Fire Safety Training accredited.
- Current Driver's License required.
- Current Police Check.
- Current Working with Children Check.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

**ACKNOWLEDGEMENT**

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I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

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Employee

.....  
Date

**SIGNED BY MANAGEMENT**

.....  
Manager

.....  
Date