



Assistant Catering Manager (On Train)

1 Job Identification

Job Title:	Assistant Catering Manager (On Train)
Responsible to:	Catering Manager (On Train)
Department(s):	On Train Dining
Location:	Kidderminster, with flexibility to travel to other SVR locations

2 Job Purpose

Reporting to the Catering Manager (On Train), this hands-on role will focus on the cooking and preparation of food and assume responsibility for the day-to-day running of the dining cars and all hospitality services at Severn Valley Railway.

3 Duties and Responsibilities

<p>Cooking</p> <ul style="list-style-type: none"> Responsible for food preparation and cooking of all on-train dining offers. Work with the Catering Managers' authorised suppliers to ensure the cost effectiveness of the catering service through ordering. Plan menus for seasonality and ongoing dining offers. Deliver food at the highest standard through presentation and quality preparation. <p>Managing Staff</p> <ul style="list-style-type: none"> Supervise and manage the staff allocated for the day to ensure the efficient running of the catering service. Prepare and manage the duty rota for all catering personnel in the absence of the Catering Manager (On Train), overseeing the preparation, cooking and service arrangements. <p>Managing Resources</p> <ul style="list-style-type: none"> Responsible for maintaining accurate costs control of catering revenue. Complete stocktakes in line with company guidelines. Undertake routine checks of equipment, cleaning material, stationery and uniform. Raise orders using purchase order system. Responsible for ensuring adherence to correct procedures for banking and reconciliation 	<p>Health and Safety</p> <ul style="list-style-type: none"> Adhere to all procedures related to Health and Safety, HACCP and COSHH regulations with regard to food, equipment, materials and general safety. Undertake regular Risk Assessments and training courses. Maintain the security of the catering areas at all times. <p>General Responsibilities</p> <ul style="list-style-type: none"> Provide administrative support as directed by the Catering Manager (On Train). Contribute to development of initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in the on-train dining offer. Preparation of dining cars in readiness for the service, including loading, unloading, watering of the kitchens and gas bottle movement.
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4 Key Interfaces

- On Train Catering Manager
- Heritage Support Manager
- SVR Administration Team
- Duty Officer
- On Train Guard
- Ticket Inspectors
- Team members
- Station Staff
- Suppliers
- Customers

5 Key Accountabilities

- Cook at required level for on-train dining and special events.
- Maintain HACCP/SFBB guidelines as per SVR standards.
- Deliver excellent customer service to our customers at all times.
- Maintain accurate and controlled stock maintenance.
- Follow all company Health and Safety guidelines as per SVR policy.

6 Skills

- Passionate about food with strong cooking competency
- Good communication skills /team player
- Confident and articulate
- Self-motivated and able to adapt to changing environment.
- Strong organisational and time management skills combined with a high level of initiative
- Ability to manage in a variety of environments
- Strong customer service skills
- Must be physically fit and able to load/unload carriages and work trackside, including manual handling and ladder usage
- Understand requirements of food hygiene (including HACCP) and food preparation, allergens and COSHH
- Able to work in adverse weather conditions and cope with the challenges it provides

7 Qualifications

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| <ul style="list-style-type: none"> • Advanced Food Hygiene certificate (Level 3) • Cooking and food preparation experience • Experienced Customer Service skills • Computer competency, able to use Microsoft Word, Excel and in house computer systems | <ul style="list-style-type: none"> • Personal Track Safety certificate (arranged by Severn Valley Railway) • Supervisory of staff management experience |
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Relevance (Documents to which this form refers)

OFF-PROC-402 Recruitment and Selection – Policy and Process

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