



# DZOGCHEN BEARA

BUDDHIST MEDITATION CENTRE

## **Catering Manager Job Description**

**Hours:** 4 days a week or 32 hours

**Line Manager:** Centre Director

### **Role:**

Working alongside other department managers, especially the Café Manager and Events Manager, the Catering Manager's role is to ensure that all the catering requirements of Dzogchen Beara are fulfilled.

This is a unique working environment and thus has many different demands but also benefits for employees. As Dzogchen Beara is a charity with multiple strands of activity the role presents are many aspects and considerations that need to be appreciated that are different to a more commercial situation.

The key objective of the Catering Manager is to lead the kitchen team to provide excellent vegetarian food for:

- Community meals
- Café products
- Retreat meals
- Special events
- Food for those resident on-site

### **NECESSARY QUALITIES & SKILLS;**

- Competent cooking and baking skills, appropriate for large numbers
- Thorough knowledge and passion for food and nutrition, especially pertaining to vegetarian and vegan diets.
- Additional understanding of cooking for special diets.
- Awareness and empathy for the unique combination of expectations, needs and aspirations of the Dzogchen Beara community, participants and visitors
- Sensitivity and respect for the values and aims of Dzogchen Beara
- Management experience and the ability to maintain and motivate a small team through busy and quiet times



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- A hands-on and supportive approach, with the ability to assist whilst respecting each individual's proven abilities. Also to be able and willing to step-in and take on any role in the kitchen as required
- Initiative, enthusiasm and energy to drive and develop the catering operation in line with the changing needs of Dzogchen Beara whilst anticipating opportunities and challenges alike.
- Excellent communication skills

## RESPONSIBILITIES;

- Staff rotas
- Menus
- Food Safety ~ compliance with FSAI and welfare policies
- Training of kitchen team to the appropriate level
- Good housekeeping
- Accountability for ordering both for the day-to-day provision of meals as well as for the stocking of larders in other areas/departments
- Value for money/cost control
- Monitoring and management of costs and allocation of costs to other departments
- Carry out costings as appropriate
- Minimise waste
- Maximise effectiveness of food and staff budgets
- Attend meetings and training as required