



WEBSITE:

www.thenewcroft.co.uk

TELEPHONE: 01440
701237

ADDRESS:

The New Croft,
Chalkstone Way,
Haverhill,
Suffolk
CB9 0BW

Job Description

Title: Hospitality & Catering Officer

Salary: Negotiable (email salary expectations with CV).

Hours: Approx 25 hours per week – we can be flexible for the right candidate, but this role will include some evenings and weekends.

Working Location: The New Croft, Chalkstone Way, Haverhill, CB9 0BW

Line Manager: Facility Operations Manager

Job Role: We are seeking an experienced Hospitality & Catering Officer. The ideal candidate will be responsible for ensuring the smooth and efficient running of the kitchen and all catering, maintaining high standards of customer service and implementing strategies to grow our service offering.

Role Objectives:

- Manage kitchen operations, including food preparation, cooking and cleaning processes.
- Prepare and cook a variety of dishes, ensuring quality and presentation meet high standards.
- Plan menus based on facility needs, dietary restrictions and seasonal ingredients.
- Ensure compliance with food safety regulations and maintain a clean and organised kitchen environment.
- Monitor and manage inventory of equipment and supplies, ensuring timely ordering and availability.
- Ensure high levels of customer satisfaction by providing excellent service and addressing any issues and complaints promptly.
- Assist in preparing and managing budgets, controlling costs, and maximizing revenue opportunities.
- Identify and pursue opportunities for commercial growth and new service offerings.
- When required, act as Duty Manager for events and functions taking place over the weekend.

Person Specification

Key Skills and Experience - Mandatory

- Proven experience within a similar role.
- A passion, knowledge and understanding of hospitality and catering.
- Knowledge of health and safety regulations and best practices in a kitchen environment.
- Excellent communication and problem-solving abilities.
- Highly organised with the ability to prioritise, plan, organise and manage your own workload.

Key Skills and Experience - Desirable

- First aid qualified
- Financial acumen and experience with budgeting and financial analysis.

Benefits:

- Competitive salary and performance-based bonuses
- Health and wellness benefits
- Professional development opportunities

If you feel you demonstrate the necessary skills and attributes required to fulfil the criteria for the vacancy, we will welcome your application.

Should you wish to apply, please email your CV explaining why you are suitable for this role to tracythomas@thenewcroft.co.uk by the 21st February 2025.

Successful applicants will be contacted via phone or email shortly thereafter. Should you not receive any correspondence from us, this will mean that unfortunately you have not been selected for interview.

If you have any questions regarding the role, please email tracythomas@thenewcroft.co.uk or phone 07548 725 457.