

Head of Catering, Scone Palace

Do you have a passion for innovative menus, an interest in food provenance, and a flair for baking?

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.

A rare opportunity has just arisen to join our dedicated team and we are seeking to appoint an exceptional **Head of Catering** to oversee the delivery of the daily catering provision, maintaining the very highest standards of both food quality and service. We offer sociable working hours and the chance to work in a unique and varied business.

Applicants should have a keen interest in food, as well as a good working knowledge of HACCP and food safety. Previous experience in a similar role is essential as are computer skills and financial acumen, together with the ability to organise and prioritise a busy workload.

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.

Please download an application form and detailed job description via our website www.scone-palace.co.uk and return to anne@scone-palace.co.uk

Scone Palace, Perth, PH2 6BD

Job Description for Head of Catering, Scone Palace

Job Title: Head of Catering	Responsible to: Head of Scone Palace
Main purpose of job: To oversee the delivery of the daily catering provision within Scone Palace maintaining exceptionally high standards of both food quality and service. Baking, cooking and production of preserves, ensuring all legislative requirements are fulfilled. 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 1st April and 31st 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 31st 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>	
Responsible for the following staff: All Catering Staff, supporting and developing the team to sustain performance.	
Main responsibilities include:	
Food and Menu Preparation <ul style="list-style-type: none">- Have a very good understanding of, and desire to promote, food provenance and seasonality- Daily ordering of food, ingredients and consumables as required and within budgetary restraints- Daily production of baking, cakes, meals and snacks as per agreed menus and to company standards- Production of bakery products for sale in Palace retail outlets- Production of marmalade, jam and chutney for sale in Palace retail outlets- Menu planning and price setting in conjunction with the Head of Scone Palace, Head of Events and the Owners as required- Liaising with the Head Gardener re produce and developing seasonal Kitchen Garden menus- Maintain or raise profit margins on food and drink- In-house catering for events, meetings etc- Preparation of sporting lunches, picnic lunches etc- Cooking for private functions as required	
Staffing <ul style="list-style-type: none">- Management of kitchen and seasonal front of house catering staff- Take responsibility for the day to day running of the department- Be able to take the lead and know when and how to delegate- Responsible for the training of Catering staff in any food or drink preparation tasks required- Production of staff rotas	
Health & Safety <ul style="list-style-type: none">- Complying with local environmental health standards regarding health & safety and food hygiene- Ensuring cleanliness of kitchen, food storage areas and all catering equipment- Carry out monthly food safety and health & safety audits- Ensuring staff and customer safety during fire drills and evacuations- Ensure compliance with Food Allergen and Product Labelling regulations- Ensure all Catering staff complete all mandatory training including Licensing training	
Other <ul style="list-style-type: none">- Record keeping: orders; temperature and hygiene records etc- Budgetary control of the department and monthly reporting in conjunction with Head of Scone Palace- Approving and coding purchase invoices- Developing cross-selling opportunities within the business- Handling customer queries and complaints	

