



Job Description

Job title	Head of Performance Catering	Department / Location	Catering / PPG Canalside
Reporting line	Head of Performance Services	No of direct reports	
Purpose of role	Responsible and accountable for all catering activities for the First Team and the Academy; delivering high quality catering services. Developing menus, food purchase specifications, manage catering staff and develop and monitor food and headcount budget.		
Key relationships	Internal: Head of Performance Services, Performance Nutritionist, the wider Performance Team and the Catering Team. External: external chefs, suppliers, sponsors, facility users.		
Overview	The role involves providing services on site and externally, managing a team and liaising with external chefs. Travel is essential as is a flexible approach.		
Key Tasks	<ul style="list-style-type: none"> • Work in collaboration with the Club’s Performance Nutritionist to plan performance focused menus for the First Team and the Academy; • Schedule and coordinate the work of chefs and kitchen assistants to ensure that food preparation is delivered to the highest standards; • Manage the kitchen rota, putting in place a monthly rota process including home and away fixtures for all First Team and Academy sides; • Approve the purchase of products and other necessary food supplies working within the set budget; • Sourcing local high-quality produce; • Create recipes to meet specific sport nutrition requirements; • Ensure that high standards of cleanliness and safety are maintained throughout all areas of the kitchen at all times; • Establish controls to minimise food and supply waste; • Manage the preparation, cooking and service arrangements; • Carry out food safety risk assessments, implement and review regularly, the food safety management system and effective controls, at identified critical points and throughout the food handling process; • Ensure that all kitchen staff are adequately trained to perform their duties to the required standard and are fully aware of their responsibilities under food hygiene and health and safety legislation; • Be responsible for undertaking performance reviews, setting objectives and monitoring the catering team; • Attend facility, nutrition and management team meetings as required; • Travel to away fixtures and work with chefs at hotels to ensure food is cooked and presented to the highest standards; • Provide catering on a coach to staff and players during away travel and deliver to the highest standards; 		
Behaviour	<ul style="list-style-type: none"> • A flexible approach to working hours, as it may be necessary to work evenings and weekends to support the needs of the team, including bank / public holidays, Christmas Day and New Year (should the kitchen function be utilised on these days); • To be professional at all times and be an advocate for HTAFC; • To be respectful of all stakeholders, and comply with the Club’s Equality Policy • To be trustworthy and adhere to the Club Code of Conduct and Ethics • Adhere to protocol and respect confidentiality in all matters. • Display high standards of cleanliness and appearance and encourage the same from others. • A commitment to safeguarding and promoting the welfare of children and young people 		