

Role profile

Role title: (P/T) Catering Development Assistant
Reports to: Catering Development Manager
Department Head: Central Operations Director
Location: Field Based

Objectives of the role

- To assist the Catering Development Manager in helping tenants develop and grow the food element of their business.

Key Responsibilities

The candidate will be involved in all aspects catering including :

- Menu Design/Proof reading
- Menu Costings
- Spec Sheets
- Managing online resources
- Collating Sales Data
- Agenda adverts – forward planning with deals & offers to appear in line with calendar events
- Liaising with suppliers –
 - New products
 - New Catering equipment

Skills and Experience

- Enthusiasm & a passion for food
- Broad knowledge and/or experience of pub food industry, ideally with day to day experience of running/working in a busy food pub both front & back of house
- Broad knowledge and/or experience of food service and the products available, especially freezer to microwave/fryer
- Excel, Power Point & Word Skills
- Knowledge of EHO & kitchen regulations and compliance
- Knowledge of kitchen layouts and what is required
- Knowledge of equipment available on the market
- Passionate and Creative
- Flexible
- Keen to Learn & develop
- Have good communication skills
- Good organisational skills
- Attention to detail
- Work autonomously

Working Arrangements:

This is a part time field- based role working 24 hours over 3 days per week. Head Office attendance is only required for specific meetings/purposes.

Admiral Taverns Values and Behaviours

Core to the Group's ongoing success is the strength of our team. We are incredibly proud of the culture we have developed across our business. Our team are passionate, hardworking, dedicated and ambitious. Our team developed the company values themselves which means that we live these through to the core of our business. Everything we do as an organisation revolves around supporting and enabling our licensees to make their business the very best it can be.



Behaviours

1. Clarity for all
2. Positive attitude
3. Passion to succeed
4. Collective accountability
5. Mutual trust
6. Achieve together



Behaviours

1. Show empathy
2. Listen and understand
3. Support, guide, develop
4. Communicate clearly
5. Recognise and appreciate
6. Respect each other



Behaviours

1. Don't fear failure
2. Make impossible possible
3. Innovate and motivate
4. Remove barriers
5. Aim higher
6. Make a difference



Behaviours

1. Take ownership
2. Can do attitude
3. Exceed expectations
4. Aim high
5. Challenge positively
6. Deliver on time

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