

Catering Manager & Head Chef

Location: Trowbridge Town Hall

Hours: 37.5 hours per week, including evenings and weekends as required

Contract Type: Permanent

Salary: £30,000

About Trowbridge Town Hall

Trowbridge Town Hall is a vibrant community hub that hosts a variety of events, performances, and activities. Upon reopening, our cafe and bar will serve as a welcoming space for visitors, as well as catering for a range of functions, from small gatherings to large-scale events. Following a multimillion-pound restoration, we are seeking a passionate and experienced Catering Manager & Head Chef to establish and lead our food and beverage operations from the ground up.

Role Overview

As the Catering Manager & Head Chef, you will be responsible for creating and managing all aspects of our cafe, bar, and event catering services. This is a hands-on role that requires strong leadership, culinary expertise, and business acumen to ensure high-quality service and efficient operations. As this is a new role, you will play a key role in establishing processes, building supplier relationships, and setting the foundation for a successful catering operation.

Key Responsibilities

- Lead and manage the day-to-day operations of the cafe, bar, and event catering.
- Develop and implement policies and operational processes for the cafe, bar, and event catering.
- Establish relationships with suppliers, ensuring cost-effective and high-quality purchasing.
- Develop and design menus, ensuring high-quality food that aligns with customer expectations and budget requirements.
- Prepare and cook meals to a high standard, maintaining consistency in taste and presentation.
- Supervise and train kitchen and front-of-house staff, keeping records, implementing refresher training, and conducting performance reviews.
- Oversee stock control, ordering, and supplier relationships to ensure cost-effective purchasing.
- Ensure compliance with all health, safety, and hygiene regulations, including food safety and allergen management.
- Manage budgets, control costs, and monitor financial performance of catering operations.

- Work closely with event organisers to develop bespoke catering solutions for functions and special events, including overseeing and coordinating with external caterers for large-scale events.
- Create and implement strategies to increase footfall and revenue within the cafe and bar.
- Maintain excellent customer service standards and engage with visitors to enhance their experience.
- Work with the Technical Operations Manager to ensure routine servicing and maintenance of kitchen and bar equipment.
- Work with the General Manager to recruit and maintain appropriate staffing levels.
- Act as the Designated Premises Supervisor (DPS), ensuring compliance with licensing laws and responsible management of alcohol sales.

General Responsibilities

- Incorporate environmentally sustainable practices into day-to-day work, events, and activities, aligning with the organisation's commitment to sustainability. Actively seek opportunities to enhance these practices within your work and contribute to the organisation's environmental goals.
- Actively support and promote the organisation's commitment to fostering positive relationships and engagement with the community, ensuring that all activities, projects, and initiatives reflect the organisation's dedication to inclusivity, equity, and meaningful collaboration with community stakeholders.
- The post-holder may be required to undertake other duties within the scope of their role and skill set, including cross-departmental projects as needed, as directed by management, to support the overall objectives and smooth running of the organisation.

Person Specification

Desirable Skills and Experience:

- Proven experience leading food and beverage operations.
- Strong leadership and management skills with the ability to motivate a team.
- Excellent culinary skills with a passion for delivering fresh, high-quality food.
- Experience in menu development and cost control.
- Experience in event catering and bar management.
- Food hygiene and health & safety qualifications, with strong knowledge of food safety regulations and industry best practices.
- Personal license holder, or willingness to obtain one.
- Ability to work under pressure and adapt to a dynamic environment.
- Strong organisational and problem-solving abilities.
- Flexibility to work evenings and weekends as needed.

- Knowledge of local food trends and sustainable sourcing.
- Understanding of marketing and promotional strategies for hospitality businesses.

Deadline for applications: 5:00pm, Monday 17th March.

Please send your CV and a covering letter to **recruitment@trowbridgetownhall.com**. Your covering letter should include a bit about yourself and explain why you're interested in the role.

We are an equal opportunities employer committed to fostering an inclusive, diverse, and supportive workplace where everyone can thrive. We celebrate differences and ensure that all qualified applicants receive fair consideration, regardless of background, identity, or experience. Wellbeing is at the heart of our culture—we actively promote a healthy work-life balance, provide mental health support, and create an environment where everyone feels valued and empowered to reach their full potential.