



<b>Job Title</b>	Catering Supervisor
<b>Reporting To</b>	Catering Manager
<b>Department</b>	Catering
<b>Hours</b>	Variable, to include weekend and evenings

### **Job Purpose**

To supervise members of operational front of house (FOH) staff within the catering department in delivering excellent customer service and standards.

### **Role Responsibilities**

- Ensure catering areas are clean and tidy before, during and after each shift.
- Ensure all stock is in date and rotated appropriately to reduce wastage.
- Set and derig catering areas in preparation for operational days.
- Supervise FOH staff in the operational running of a catering area on any given day.
- Ensure high standards of service are maintained at all times.
- Ensure that all food is served and presented in accordance with company standards.
- To assist customers with queries in a professional, courteous and friendly manner.
- Ensure all food safety documents are completed and filed accurately.
- Ensure any necessary documentation is passed onto the Duty Manager upon closing.

### **Team Standards & Responsibilities**

- To adhere to rules and best practice of Hygiene, Health and Safety at all times to ensure full compliance with all relevant current legislation.
- To maintain a clean and tidy workplace at all times in compliance with current Food Safety Laws.
- Work with the Catering Managers to build a culture of teamwork with chefs and FOH personnel, ensuring that all catering areas run smoothly.
- Promote excellent customer service.
- Participate in staff training as required.
- Be willing to assist with other areas of the catering operation when required.
- Follow cash handling procedures accurately and as instructed by management.
- Help the team to achieve sales targets.
- Ensure the point of sale products are optimally displayed to drive sales.

### **Key Relationships**

Catering Supervisors and Managers, Kitchen Staff, Event Managers, Customers and relevant SCL departments.

### **Knowledge, Skills & Qualifications**

- Excellent customer and client awareness at all times.
- Confident individual with good communication skills.
- The highest standard of personal presentation.
- Ability to cope under pressure in a busy and face paced environment.

#### **Silverstone Circuits Ltd**

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- Full clean UK driving licence.
- Knowledge of and qualifications relating to food handling, COSHH and HACCP is desirable.
- Flexible approach to working hours.
- Good communication skills.

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