

VACANCY – KITCHEN SUPERVISOR

Saxon Air is looking for a Kitchen Supervisor. As a Kitchen Supervisor you will thrive in a varied role being able to cook in the kitchen and work front of house, working within a friendly, busy team of 3. Your role forms an integral part of the café/deli operation at SaxonAir. You will help to provide a vitally import service, helping to prepare and deliver high-quality catering for clients, customers and staff. This role offers an exciting opportunity to help guide the direction of the food offering for our café, offshore and school lunch business and VIP inflight catering. To assist in this, you will work closely with the Catering Manager to also look at stock holding, costs and reduce wastage in the department guiding the catering assistant to cover your role in your absence.

This role is offered on a permanent, part-time contract of 20 hours per week, with opportunities for paid overtime. This role may include working some weekends and starting as early as 5:30am on some days. The best candidate will possess excellent customer service skills and catering experience. They will be creative, flexible and have a strong work ethos.

COMPANY DESCRIPTION

We are a business aircraft and helicopter operator based at Norwich Airport in our purpose-built Business Aviation Centre and hangar facility, designed specifically to be multi-functional, to meet the demands when serving the offshore transportation sector as well as offering excellence when meeting the needs of our business and general aviation users using our customer lounge. We have a team of valued staff, passionate about delivering a superior service aimed at exceeding our customers' expectations.

Our mission is to be a leader in the provision of aviation services, through excellence, innovation, and sustainability, while ensuring safety and integrity are at the heart of the operation.

ABOUT THE TEAM

Our team is our biggest asset, and their knowledge is the backbone of our organisation. Our contribution always comes from several of us working well together. We're dedicated, enthusiastic and hardworking with a deep-rooted need to serve our customers.

THE ROLE & CANDIDATE

Saxon Air is looking for a **Kitchen Supervisor** to join its busy **Catering** Team on a permanent, part-time contract of 20 hours a week. The best candidate will possess...

Specifics of the job involve:

- Cook and prepare dishes to meet the needs of the café and school meals and report to the catering Manager/Facilities Manager at the weekly meeting
- Produce food orders for the Catering Manager to input on the computer to monitor stock levels and reduce wastage
- To take charge of the day to day running of the cafe allowing the catering manager to manage the day-to-day operation front of house.

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Saxon Air, we never settle – expect the best in every journey.

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- To ensure the correct rotation and storage of food at all times.
- Create the bake menu for the counter to include pastries and cakes
- To prepare, label, date and wrap all food items for sale.
- To maintain correct and attractive presentation of the food display areas.
- Documentation is completed for health and safety and invoicing purposes.
- To provide the highest standard of customer service
- To upsell to each and every customer.
- To train all assistants to cover your role in your absence
- To follow the correct Stock and Security Procedures and to issue customers with VAT receipts following each transaction
- To bring any complaints to the attention of the Dept Manager.
- Ensure general cleaning is completed as detailed in the site cleaning schedule.
- To open/close the premises when required and cash up at the end of the day ensuring that all accounts are correct.
- To carry out any other reasonable duties requested by your Dept Manager.

The best candidate will have:

- Previous experience in a catering role, cooking and preparing food
- Strong organisational skills
- Reliability and be trustworthy
- Excellent attention to detail
- Strong team player skills
- Flexibility and the ability to respond to changing business needs.
- Ability to manage workload effectively and prioritise tasks and must be able to cook meals.
- Must be confident in the use of IT and have knowledge of Microsoft products

Essential Requirements

- Continuing right to live and work unrestricted in the UK.
- Either 1 year supervisory experience in a catering role **OR** 3 years' experience in a general catering or hospitality role

Desirable Requirements

- Food hygiene or similar certification
- Additional food and catering qualifications

Join Saxon Air and embark on an exciting journey in the world of business and general aviation. Be part of a team where your skills are valued, and your career can truly take off! Saxon Air is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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Fundamentals

This is a permanent, part-time contract, based in Norwich at the Klyne Business Aviation Centre.

Our current pay is aligned with the Real Living Wage. This role pays £13.90 per hour.

You must have an existing and ongoing right to work in the UK under current Immigration rules to be considered for this role.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the company.

FIT THE BILL?

Ready to take your career to the next level? Apply on Indeed or submit your CV and a cover letter outlining your experience and career aspirations to careers@saxonair.com

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