

Job Description: Catering Duty Manager (casual contract)

Key Information

Department	Catering
Responsible to	Catering Manager
Manages	Waiting Staff
Key relationships	Chefs, Assistant Catering Manager
Contract	Hourly casual contract up to 30 hours a week
Location	The Watermill Theatre, Bagnor, Newbury, RG20 8AE
Salary	£24,500 pro rata plus tips – pay rise due in April 2025
Benefits	Free onsite parking, complimentary tickets
Annual leave	5.6 weeks holiday paid as rolled up holiday pay at 12.07% of pay

About the Watermill Theatre

The Watermill Theatre is a critically acclaimed producing house and registered charity (The Stage Theatre of the Year 2024) located on the outskirts on Newbury in West Berkshire. We are well known for our bold, imaginative productions and commitment to artistic excellence, often transferring productions to the West End and beyond.

In addition to our ambitious main stage productions, we are committed to delivering an exciting and comprehensive outreach programme, reaching thousands of individuals every year. As pioneers of theatre accessibility, we pride ourselves on creating an inclusive space for all artists from our work in the local community through to collaborating with emerging artists.

For further information about the organisation, please take a look at our [Working at The Watermill](#) guide.

Purpose of the role

Responsible for the smooth running of the bar and restaurant including locking up when on shift without the Catering or Assistant Catering Managers.

Duties and Responsibilities

Responsibility for front of house areas of restaurant: restaurant, bar Lilypond and garden terrace including opening up and closing

- Supervise all catering staff, ensuring high standards across the chef and front of house team
- Making sure site is secure and locked up before leaving
- Responsibility for daily takings at the end of a shift including balancing and closing the tills
- Provide a bar and restaurant service for Watermill audiences and all other scheduled functions when on shift

Organisational Commitments:

Carrying out any other tasks that will be required on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

Undertaking relevant training and development as required.

Driving change through actions and words that advocate inclusion and equality, creating a culture that recognises and celebrates diversity.

Being accountable for the safety of yourself and others, in line with our Health & Safety Policy.

Creating a positive working environment, underpinned by the organisation's values.

Ensuring we are collecting and using data to inform decisions, demonstrate our impact and fulfil our funding conditions.

Complying with all legal requirements relating to the General Data Protection Regulation (GDPR).

Contributing to our environmental sustainability goals.

This Job Description is indicative of the responsibilities and duties associated with this position. It is neither restrictive nor inclusive and The Watermill Theatre reserves the right to make reasonable changes.

Person Specification

The post holder should meet the majority of the following criteria:

- Proven experience as a supervisor in a catering environment
- Effective communication and interpersonal skills
- Ability to work independently and manage time efficiently
- Comfortable lone working late at night

- Basic understanding of health and safety regulations
- Attention to detail
- Experience of being a team leader, responsible for motivating, mentoring and managing kitchen staff
- Level 2 food hygiene qualified/willingness to undertake relevant training

Submitting Your Application

How To Apply

Your application should include:

- Your CV
- Your cover letter (no longer than 3 sides) explaining why you want to work for the Watermill and how you fit the criteria
- A completed Equal Opportunities monitoring form (details below)

Please send your application to Jess Martin (Theatre Administrator) via admin@watermill.org.uk or via the address below:

Theatre Administrator
Watermill Theatre and Restaurant
Bagnor
Newbury
RG20 8AE

If we can support your application by offering an alternative format, please do let us know. Likewise, we want to ensure interviews are as accessible as possible so please do let us know in your application if there is anything we can do to support this.

When forming our shortlist for interview, all applications will be considered anonymously, and your name and any names of employers will be redacted from your supporting statement and CV. Our selection panel will only have access to these details once you have been invited to interview.

Closing date for applications Please apply as soon as possible

For further information about the organisation, please take a look at our [Working at The Watermill](#) guide.

Equal Opportunities

The Watermill Theatre is committed to equal opportunities for all. We believe that a diversity of perspectives enriches our work and we have an equality of opportunity approach that aspires to give everyone the chance to achieve their potential.

[Please find our Equal Opportunities monitoring form here.](#) This information will be used to enable us to continue to develop policies and procedures regarding diversity and to submit required data to our funders. The information you supply will not be made available to anyone, including recruiting managers, in any form other than anonymous data.

We are a Disability Confident Committed employer and will guarantee an interview to any applicant who self-identifies as deaf or disabled, or from a Global Majority background, and meets the Essential Criteria. If you regard yourself as having these characteristics, please state so clearly on your cover letter.

If we can support your application by offering the pack in an alternative format, please do let us know by contacting admin@watermill.org.uk. Likewise, we are open to receiving applications in an alternative format eg video. We want to ensure interviews are as accessible as possible, so please do let us know in your application if there is anything we can do to support this.