

## **ROLE DESCRIPTION**

**Job Title:** Deputy Hospitality Manager

**Reports to:** Hospitality Manager

## **KEY OBJECTIVES**

- To serve God through the work of CYESC, supporting the Hospitality Manager in fulfilling the mission and objectives by following the policies, 'basis of faith', and values defined by the Trustees.
- To take a lead role in ensuring high housekeeping standards across all accommodation and staff areas.
- To assist in menu planning, food preparation, and delivery, bringing creativity and passion to every meal.
- To maintain hygiene, safety, and efficiency in all catering and housekeeping operations.

## **PERSONAL PRIORITIES**

- Maintain regular personal Bible reading and prayer, growing spiritually and contributing to the team's spiritual life.
- Participate in fellowship with a local church and attend services when possible.
- Build healthy, collaborative relationships with other CYESC staff.
- Engage actively in CYESC staff and discipleship meetings as agreed.

## **SPECIFIC RESPONSIBILITIES**

### **Housekeeping Lead**

1. Take responsibility for ensuring all accommodation, staff areas, showers, toilets, and Thwaites House meet CYESC's standards of cleanliness and readiness.
2. Oversee housekeeping staff or volunteers, providing guidance and supervision to maintain high standards.
3. Ensure housekeeping supplies are available, organised, and ordered as necessary, including liaising with cleaners and laundry contractors.
4. Undertake deep cleaning and other housekeeping tasks as needed, especially during quieter periods.

5. Report redecorating or maintenance needs to the Maintenance Manager and support the execution of necessary work.
6. Monitor laundry and bedding systems, ensuring timely collection and return.

### **Catering Support**

1. Assist the Hospitality Manager in menu planning, ensuring meals are nutritious, appealing, and creatively prepared.
2. Prepare and cook meals, demonstrating creativity and passion for food, while delegating tasks as appropriate.
3. Supervise the laying, clearing, and cleaning of tables, meal serving, and washing up, maintaining realistic, high standards.
4. Maintain galley hygiene, equipment cleanliness, and safe storage of food, following all food safety regulations.
5. Keep informed of Safer Food Better Business requirements and support compliance.

### **General Support**

1. Contribute to the ongoing development of efficient systems for both catering and housekeeping.
2. Support the training, motivation, and supervision of assistants relating to work allocation, guidance, and review.
3. Assist in ensuring health and safety of visitors, staff, and third parties in all catering and domestic areas.
4. Provide informal pastoral support to team members within appropriate boundaries.

### **AUTHORITY**

- To maintain and enforce housekeeping standards across all areas.
- To determine safe and effective practices in galley and housekeeping operations in collaboration with the Hospitality Manager.
- To order supplies for catering and housekeeping within agreed budgets and highlight additional needs to the Hospitality Manager.
- To supervise staff or volunteers in both catering and housekeeping tasks, maintaining safe and effective working environments.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Faith &amp; Ethos</b>	Committed Christian, able to support and live out the Christian ethos of CYE Sailing Centre ( <b>GOR</b> ). Willing to pray and engage in Christian community life.	Experience of serving in a Christian organisation or residential ministry setting.
<b>Housekeeping</b>	Strong commitment to high housekeeping standards with good attention to detail. Experience of cleaning or maintaining accommodation or communal spaces.	Experience overseeing housekeeping systems or supervising cleaners/volunteers.
<b>Catering &amp; Cooking</b>	Genuine passion for cooking and providing good, satisfying meals for groups. Practical kitchen experience and understanding of food hygiene.	Experience cooking creatively for larger groups or within budget constraints.
<b>Organisation &amp; Systems</b>	Able to organise tasks, manage time well, and keep areas clean, stocked, and ready in a busy environment.	Experience improving or developing housekeeping or catering systems.
<b>Teamwork &amp; Leadership</b>	Able to work well in a team and supervise or guide assistants and volunteers with encouragement and clarity.	
<b>Personal Qualities</b>	Practical, flexible, positive attitude; physically able to undertake cleaning, lifting, and long days during the season.	Seasonal or residential work experience.