



Dunstable Town Council

Recruitment Pack



DUNSTABLE
TOWN COUNCIL

A Message from the Town Clerk & Chief Executive of Dunstable Town Council



At Dunstable Town Council, we take pride in serving the people and businesses of our town. As a Town Council we are free from the constraints of any reliance on Central Government funding, which means we can focus on delivering real

improvements for our 40,000 residents, local businesses, and visitors.

As one of the largest town councils in the UK, we have an annual budget of £4 million and a dedicated team of 80 staff working across multiple locations to provide a wide range of services. We're currently delivering an ambitious four-year Corporate Plan to shape the future of our town through 2027 and beyond.

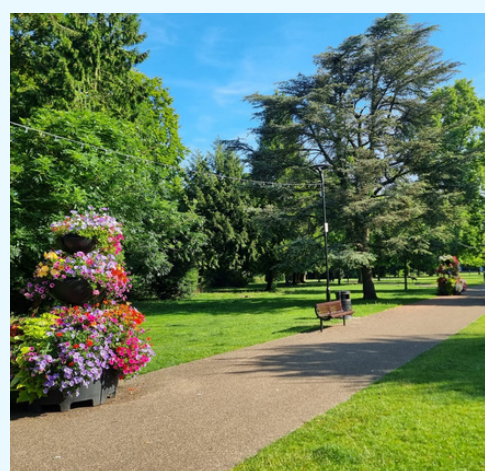
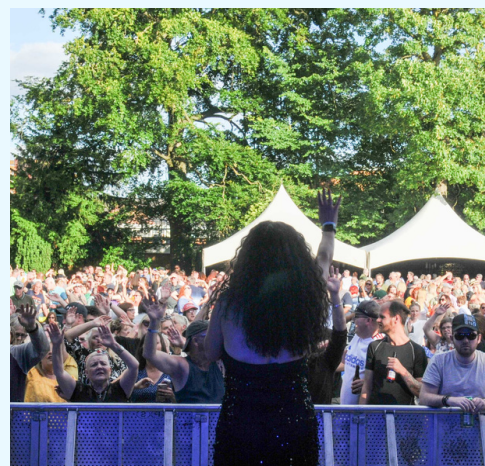
Why Join Us?

- We offer meaningful roles that impact your community.
- We are ambitious, people-focused, and committed to excellence.
- Our staff survey confirms we're a great place to work.
- We want the best people to help us achieve our goals.

If you have the right attitude, skills, and experience, we want to hear from you!



Paul Hodson
Town Clerk and Chief Executive of Dunstable Town Council



OUR VISION

To help make Dunstable a better place

OUR MISSION

To do all we can to create a lively and vibrant town, promoting civic pride and improving the quality of life for all those who live, work and visit Dunstable.

OUR VALUES

RESPECT



HONESTY & TRUST



TEAM WORK



COMMUNICATION



PRIDE



OUR SERVICES

Bennett's Splash Park / Bennett's Café & Community Hub

Events Programme

Christmas Lights

Ashton Square Public Toilets

Middle Row Markets

Older People's Support Service

Mayoralty and Civic Functions

Allotments

Open Spaces, including Recreation Grounds and Play Areas

Priory House Heritage Centre and Tea Rooms

Grove Corner Youth Centre

Detached Youth Work

Dunstable Cemetery

Town Ranger services

Grove Skate Park

Town Centre Management



WHAT OUR STAFF SAY



I really like working for the Council and feel that all the staff in and outside my department are always very supportive.



I enjoy working for the Council and enjoy giving back to my community.



Dunstable Town Council is a great employer and a great place to work.



We are always given opportunities to attend training course to develop ourselves on a personal level.



I have always found everyone from all departments very helpful & working as part of a team.



I feel my opinion and feedback is valued by all.



The Council values our well-being and has great benefits to truly support me in both my career and personal life.

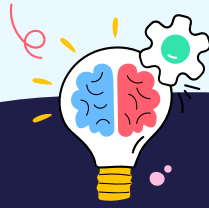


The Council is a great place to work.

SOME OF OUR BENEFITS



Generous annual leave allowance: up to 33 days plus bank holidays



Commitment to training and development for all staff



Access to the Local Government Pension Scheme



10% staff discount at Council run venues



You can take 1 paid volunteer day per year



Employee Assistance Programme



Flexible access to your salary via Stream

We believe that our employees are the heart of everything we do. That's why we're committed to providing supportive and rewarding benefits designed with your well-being in mind. We're not just investing in your success at work—we're investing in you.

EQUAL OPPORTUNITIES

Dunstable Town Council is committed to Equal Opportunities and fully upholds the Equality Act 2010, prohibiting discrimination based on race, gender, age, disability, religion, sexual orientation, and more. We also pledge not to discriminate unfairly on trade union membership, political beliefs, or unrelated criminal convictions.

We promote Equality of Opportunity in all functions, including recruitment, through effective policies, monitoring, and evaluation. Recognising historical disadvantages, we take lawful positive action where needed. True equality requires commitment from all staff.

Please let us know if you need further information.

SAFER RECRUITMENT

Dunstable Town Council follows a safer requirement process for safeguarding young people and vulnerable adults.



HOW TO APPLY

- Please apply by submitting a CV and Covering statement (no more than four sides of A4 in length) aligned to the person specification on the job description.
- It is important to address the key requirements as set out in the person specification. Explain clearly how you match the essential and desirable criteria as these competencies will be used as part of the assessment process.
- Include your contact details.
- Please ensure all gaps in employment and education history are fully explained on your CV; we may wish to verify this information during the recruitment process.
- Please provide the details of two referees, including your most recent employer. We will only approach referees for successful candidates and only with your permission.
- We are an Equal Opportunities employer and are committed to ensuring a fair recruitment process for all. If you require any additional assistance in applying for this role, please contact our office at: info@dunstable.gov.uk or telephone; 01582 513000.
- Please refer to the job posting for important dates, including the closing deadline, shortlisting, and interview schedule.
- Please return your application to info@dunstable.gov.uk by the closing date.

JOB SPECIFICATION

JOB TITLE: Catering Manager
HOURS: Full-time (37 hours)
DEPARTMENT: Community Services
RESPONSIBLE TO: Cultural Services Manager
RESPONSIBLE FOR: Kitchen Assistants

YOUR REWARDS

- Competitive salary
- Local Government Pension Scheme
- Generous annual leave entitlement
- Enhanced Staff Benefits

YOUR ROLE

We're looking for an enthusiastic and experienced Catering Manager to lead the tea rooms and catering operation at the beautifully restored Priory House Heritage Centre.

This is an exciting opportunity to shape a unique destination where visitors can enjoy delicious homemade food, locally sourced ingredients and exceptional customer service, all within one of Dunstable's most treasured historic buildings.

ABOUT THE ROLE

As Catering Manager, you'll take ownership of every aspect of our catering operation, ensuring our tea rooms continue to provide a welcoming atmosphere, outstanding food and an exceptional visitor experience.

You'll lead and motivate a dedicated kitchen team, develop exciting seasonal menus, manage suppliers and budgets, and play a key role in the continued success and growth of Priory House.

Working closely with the Cultural Services Manager, you'll help create a destination that celebrates fresh, local produce while delivering excellent value and maintaining high commercial standards.

WHAT YOU'LL BE DOING

- Leading the day-to-day operation of the Priory House Tea Rooms and catering service.
- Preparing and cooking fresh, high-quality food for the daily menu, seasonal specials and private functions.
- Managing, supporting and developing the kitchen team through supervision, 1:1 meetings, appraisals and staff development.
- Creating staff rotas and managing holiday and sickness cover.
- Ordering stock, sourcing suppliers and managing catering budgets to maximise income while maintaining quality.
- Working with local suppliers to champion fresh, seasonal produce wherever possible.
- Collaborating on innovative menus that reflect the unique character and heritage of Priory House.
- Playing an active role within the Priory House Management Team, including acting as Duty Manager when required.
- Ensuring the highest standards of food hygiene, health and safety and legal compliance are consistently maintained.

WE'RE LOOKING FOR SOMEONE WHO

- Has experience managing a busy kitchen or catering operation.
- Is passionate about producing fresh, high-quality food.
- Is an inspiring leader who enjoys developing and supporting others.
- Has excellent organisational and financial management skills.
- Takes pride in delivering outstanding customer experiences.
- Has a strong understanding of food hygiene, health and safety legislation.
- Enjoys working as part of a collaborative management team and contributing new ideas.

ABOUT YOU

We're looking for someone who is passionate about great food, enjoys leading a team and takes pride in delivering exceptional customer experiences. You'll bring creativity, commercial awareness and a positive attitude, helping make Priory House Tea Rooms a destination people want to return to time and time again.

YOU'LL IDEALLY HAVE

- A Level 2 NVQ (or equivalent) in Professional Cookery or a related catering qualification, or at least three years' experience working in a professional kitchen. If you don't already hold a relevant qualification, you'll be willing to work towards one.
- Experience working in a fast-paced catering environment, with the ability to remain calm, organised and adaptable under pressure.
- Excellent attention to detail and a commitment to producing consistently high-quality food while maintaining exceptional standards of cleanliness and presentation.
- A current Food Hygiene Certificate (Level 2 or equivalent), or the willingness to obtain one immediately. ~
- Good commercial awareness, with the ability to help develop a successful and profitable catering operation.
- Experience costing menus, managing food margins and minimising waste without compromising on quality.
- Confidence in managing budgets and working within financial procedures.
- A genuine passion for fresh, locally sourced food and creating exciting seasonal menus.
- Strong leadership skills, with the ability to motivate, support and develop a positive, high-performing team.

- A creative mindset, always looking for new ideas to enhance the customer experience while maintaining attention to detail and consistently high standards.
- A commitment to maintaining high standards of health and safety, and a willingness to wear the required uniform and personal protective equipment (PPE), ensuring your team does the same.

MOST IMPORTANTLY...

You'll be someone who genuinely cares about creating memorable experiences for our visitors. You'll take pride in your work, enjoy being part of a collaborative management team, and be excited by the opportunity to help establish Priory House Tea Rooms as one of the area's favourite places to eat, meet and relax.

HOW TO APPLY:

To apply for this position, please submit a covering statement clearly explaining how you meet the essential and desirable criteria in the job description and your CV. Email your application to Info@dunstable.gov.uk

Nb: Applications received that do not include a full covering statement will not be considered.

CLOSING DATE FOR RECEIPT OF APPLICATIONS – 1 September 2026

Please note interviews will take place 14 September 2026