



Job Description and Person Specification

Title Post	Catering Manager
Responsible to	Senior Leader Health & Safety, Premises and Catering
Job Purpose	To lead and manage the Sixth Form catering services across the three sites, in order to deliver a high quality financially viable service which fully supports the requirements of the sixth forms.

The main activities and responsibilities are to:

1. Key Responsibilities

- 1.1 To develop, manage and operate a high quality and cost-effective catering service for students, staff, and visitors at all the Sixth Form sites.
- 1.2 To ensure all catering outlets are effectively staffed including managing working arrangements.
- 1.3 To oversee food production at all three sites including menu planning, food preparation, cooking, portion control, presentation and service to the highest standards.
- 1.4 To prepare and cook foodstuffs at the Emmanuel site on a daily basis and at other sites as necessary.
- 1.5 Management of the cashless catering service.
- 1.6 To co-ordinate catering for meetings and other functions and events, as required.
- 1.7 To performance manage, appraise and recruit staff, as appropriate.
- 1.6 To ensure that staff are appropriately trained, including undertaking food hygiene training and other relevant training relevant to the role.
- 1.7 To hold regular staff meetings.

2. Quality Systems

- 2.1 To ensure that processes are in place for monitoring and continually improving the quality of the service; that staff can be measured against this and regular reports produced detailing this.
- 2.2 To manage a high-quality catering service with the emphasis on delivering a first-class service where improvements can be measured and evaluated.
- 2.3 To ensure that the Sixth Form maintains excellent food hygiene reports.

3. Financial Control

- 3.1 To maintain financial systems which enable the service to be monitored this includes weekly stocktaking and producing financial reports.
- 3.2 To negotiate with suppliers and buyers to ensure that the Sixth Form is achieving value for money.
- 3.3 To regularly review and evaluate suppliers.
- 3.4 To manage the budget and pricing to ensure maximising income and minimising expenditure.
- 3.5 To develop strategies that maximise catering income and expand student staff customers.

4. Health and Safety

- 4.1 To ensure a high standard of food preparation, hygiene, storage and services.
- 4.2 To adhere to health and safety requirements including ensuring regular risk assessments are completed and implemented.
- 4.3 To co-operate with the Sixth Forms in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.

5. Other

- 5.1 To manage relevant contracts associated with catering.
- 5.2 To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- 5.3 To carry out the duties and responsibilities of the post in compliance with the Sixth Form's equal opportunities policies.
- 5.4 To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- 5.3 To understand and comply with the Sixth Forms' environmental policies.
- 5.4 To undertake other tasks, as required by the Executive Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

Person Specification/Selection Criteria

The post-holder will be expected to have the following attributes:

1. An understanding of, and support for, the Catholic ethos of the Sixth Forms.
2. Relevant catering qualification and/or experience.
3. Basic Food Hygiene Certificate.
4. 3-5 years' catering experience as a Chef, ideally within an educational or contract catering environment.
5. Confidence in working in a busy kitchen.
6. Supervisory experience.
7. Hands-on working ability and the capacity to switch from managerial role to hands-on.
8. Numeracy and financial skills.
9. Good IT skills.
10. Sound knowledge of legal aspects relating to the provision of food and drink.
11. Ability to work effectively in a team and with a range of people.
12. Flexibility and the ability to work calmly under pressure and to have a good sense of humour.
13. Ability to communicate effectively and professionally with staff, students, contractors and visitors.
14. The ability to communicate well with young people and to have an understanding of some of the challenges they face.
15. An understanding of the Sixth Forms' commitment to Equal Opportunities Policy and the ability to contribute to the implementation of the policy through the duties of the post.
16. An awareness of the need for personal development, both as a member of staff and as an individual; a willingness to participate in INSET and appraisal.