



School Catering Manager

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	The aim of the role is to manage the catering services for the school including the main hall break and lunch service, sixth form café, hospitality and ad hoc events. The Catering Manager is responsible for ensuring high quality food and beverages, managing the team of supervisors and catering assistants, adhering to all food hygiene requirements and managing costs.
Reporting: to:	Bursar
Line management responsibility for:	Supervisor, Chefs, Café and Events Manager and Catering Assistants
Main Duties and Responsibilities:	Service: <ul style="list-style-type: none">• Ensure that pupils and staff are given a prompt and efficient service and expectations are consistently exceeded.• Regularly monitor feedback and produce a suitable action plan based on the results.• Be customer focused at all times, by being visible during service periods, approachable and quick to exceed expectations in fulfilling the School's needs.• Ensure all food is presented and served in line with School standards, using innovation in the method and style of presentation and food service.• Liaise with the Perivale Catering Manager re purchasing and events.• Liaise with School staff as necessary.



People Management:

- Liaise with the HR Department to ensure the successful recruitment and selection of staff.
- Assess staff members' performance and recognise training needs/potential as appropriate.
- Ensure that all staff members are knowledgeable and motivated about their roles and the School through effective induction, accurate job descriptions and on the job training.
- Hold team meetings on a regular basis to communicate targets, standards required and School information.
- Develop the team by empowering them, supporting them, encouraging them and maintaining an 'open door' policy.

Financial Management:

- Consistently look at ways of maximising income through effective purchasing via agreed suppliers and creative merchandising.
- Review prices and gross profit margins on a regular basis with the Bursar
- Manage the order process effectively.
- Complete a full stock take when required.

Health & Safety, Food Safety, the Environment:

- Ensure that the Department meets statutory requirements regarding Health and Safety and Food Safety legislation and procedures.
- Work with the Health and Safety Officer to conduct Food Safety and Health and Safety Risk Assessments and ensure that all standards and procedures with regard to Hygiene and Safety are established and maintained.
- Responsible for the management of food allergies processes and procedures.
- Record and report all accidents adhering to the School's procedures.
- Ensure all equipment is well maintained and is in good working order.
- Make recommendations for renewal and replacement of equipment when required.
- Establish and maintain cleaning schedules.



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	<ul style="list-style-type: none"> • Ensure that all relevant School policies and procedures are fully understood and practised by staff. • Promote and encourage environmental improvement initiatives as appropriate. <p>Additional Responsibilities:</p> <ul style="list-style-type: none"> • In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy. • In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection. • Ensure all work is carried out with a view to reducing waste and protecting our environment. • Be aware of the School's Health & Safety Policy. <p>Any additional duties, as directed by the Headmaster or Bursar.</p>
<p>Safeguarding responsibilities</p>	<p><i>No specific safeguarding responsibilities other than those within the School policy.</i></p>

Person Specification			
	<p>Essential <i>These are qualities without which the applicant could not be appointed.</i></p>	<p>Desirable <i>These are extra qualities which can be used to choose between applicants who meet all the essential criteria.</i></p>	<p>Method of Assessment</p>
<p>Qualifications</p>		<p>Alcohol license</p>	<p><i>Production of the applicant's certificates.</i></p> <p><i>Discussion at interview.</i></p> <p><i>Independent verification of qualifications.</i></p>





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<p>Experience</p>	<p>Experience of running an in-house catering function providing meal service for large number of covers per day. The School services around 1,000 covers per day.</p> <p>Experience of organising catering for events of up to 120 people.</p> <p>Experience of liaising with food suppliers and ordering including price negotiation</p>	<p>Experience of running an on-site cafe</p> <p>Experience of creating menus from scratch</p> <p>Experience of an EHO audit</p>	<p><i>Contents of the application form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role.</i></p> <p>Effective people management and leadership skills</p> <p>Effective forward planning and organisation</p> <p>Ability to work well with different groups at all levels of the organisation including parents</p> <p>Budget management</p>	<p><i>The skills that would enable the Applicant to perform effectively in the role.</i></p>	<p><i>Contents of the application form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>
<p>Knowledge</p>	<p>Understanding of food hygiene</p> <p>Understanding of safety regulations</p>	<p>Knowledge of key suppliers such as Brakes.</p> <p>Understanding of key equipment found in a commercial kitchen</p>	<p><i>Contents of the Application Form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p>



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Personal competencies, qualities, attitude and behaviours	Ability to motivate a team Customer service attitude Ability to remain calm and make quick decisions when under duress Flexibility to work an occasional evening		<i>Contents of the Application Form</i> <i>Interview</i> <i>Professional references</i>
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