



# SHEBBEAR COLLEGE

## Job Description: Catering Manager

Reporting to: Bursar

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POST: Catering Manager

RESPONSIBLE TO: Bursar

This is a full time post, 40 hours per week.

The working hours are 8.30 am - 5.30 pm Monday to Friday. There will be occasional evening and weekend working.

The school expects staff to demonstrate a high level of commitment and contribute to the wider life of the community. All staff are to reflect the school's ethos when dealing with parents, children and the local community. Shebbear College is recognised as a leading Independent School with a distinct Methodist Ethos and a reputation for being an excellent and caring school.

### Main Purpose of the Job

To oversee the catering and hospitality operations at the school to the levels agreed with the Head and Bursar. This is a management role that requires the job holder to fulfil key tasks, achieve minimum standards of performance through communication with and the persuasion of the catering team and direct line management.

### Outline of Duties

#### **Main responsibilities**

#### **Catering Provision**

- To assist the catering team with the preparation and cooking of food when required.
- Ordering supplies, liaising with suppliers and sourcing products that fit with the school's ethos - 'local, fresh, nutritious'.
- To ensure the prompt and efficient preparation and service of all meals and breaks at the required time.
- To ensure that all food is prepared with due care and attention, particularly with regard to customers' special dietary requirements: for example, nut, dairy or wheat allergies.
- Receipt and checking of goods, ensuring stock received is in good order, at the correct temperature, in the correct quantities and storing the food appropriately.
- To provide a seamless service to all areas of the school which will include pupil & staff feeding, boarders feeding, sport & hospitality catering, parent's evenings and lettings during holiday periods.
- Undertake regular and effective promotions and special days.
- To ensure compliance with all food legislation & guidance with particular emphasis on hygiene, allergies, dietary, cultural and religious needs.
- Ensure all special functions, including attendance, are completed to the required standard of food and service and are undertaken within pre-budgeted costs.

- To hold Daily Briefings with staff, along with Weekly Team Huddles with a clear agenda and with minutes taken.
- To ensure all statutory and school regulations and policies relating to hygiene, health, safety and fire are enforced and maintained.
- To lead and/or actively participate in regular meetings to review quality standards and improvements with the aim of maximising student, staff and visitor satisfaction.
- Continually monitor all food standards and service provided.
- To present a smart and professional image at all times.

### **Management of the Catering Service**

- Assist with the preparation of the annual Catering Budget.
- To control and monitor the financial performance of the catering department and to maintain costs within pre-budgeted targets.
- Monitor financial performance (e.g. supply chain, labour, expenses, internal issues) to ensure that the pre-set budget figures are maintained and, when variances do occur, to provide written explanation of these costs, and to implement action plans for correction.
- To deliver the strategic plan for the future of catering at the school.
- To manage the kitchen staff rotas ensuring that they are adequate in accordance with the school's needs. To take responsibility of statutory, school and development training for catering staff.
- To work with the Human Resources Manager on all aspects of recruitment and all employment matters.
- To maintain the kitchen equipment and ensure they are in a full and safe working order at all times. To facilitate minor repairs and maintenance issues as and when they arise.
- Support, and manage staff, formally and informally with appropriate record keeping.

### **Accountabilities**

- To understand and maintain the standards and integrity of the service offer at all times.
- To establish and maintain satisfactory relationships with individuals at all levels within the school.
- To implement and maintain the Statutory and school standards of hygiene, health and safety and take any action as is necessary.
- To implement and maintain all Statutory and school policies and procedures, communicating it to Catering staff and ensuring full compliance.

### **General Duties**

- Uphold the ethos, aims and objectives, reputation and good name of the school.
- To be in sympathy with the school's Christian foundation.
- To follow safe practice in all areas of school life.
- To carry out any other reasonable duties falling within your capabilities, depending on the needs of the school.
- Shebbear College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.

The above job description sets out the main duties of the post at the time. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with Shebbear College's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer.

Name of employee:

Signature:

Date:

Signature of Bursar:

Date:

## **Person Specification**

### Essential Criteria

- Strong level of literacy and numeracy
- Experienced business manager
- Direct management experience of catering
- Highly effective communication and interpersonal skills
- Clear and effective leadership style
- Ability to analyse problems analytically, develop opportunities and implement innovative solutions / approaches: e.g. space letting
- Strong ability to increase individual effectiveness through leadership, motivation, communication, coaching and training
- Excellent time management and organisational skills
- Computer literate
- Able to demonstrate positive attitude to self-development, willingness to learn in role and identify own training needs as appropriate
- High level of self-motivation
- Strong ability to build professional partnerships and communicate at all levels, particularly at senior client levels
- Ability to set high standards, achievable through striving for continuous improvement
- Ability to act on own initiative
- Ability to work effectively as part of a team
- Flexible approach to role
- Relevant qualification in functional specialities (i.e. catering, management)
- Able to successfully implement changes

### Personable Attributes

- Enthusiastic - Displays a natural and sustained enthusiasm and energy
- Self-Motivated - Needs no encouragement to make things happen
- Able to build and maintain relationships at all levels
- Strong but Flexible - Always prepared to listen and consider the views of others
- Committed to Development - Demonstrates recognition of others contribution
- Positive - Focuses on what CAN be done
- Personal Appearance - Recognises importance that appearance has on the attitudes of others
- Responsible - Conscious of the consequences of action or inaction
- Conscientious - Demonstrates a commitment to get things done on or before agreed deadlines
- Decisive - Willing to make and implement decisions
- Assertive and Influential - Demonstrates a strong desire to lead situations and achieve goals
- Analytical - Shows an interest in and an aptitude for analysing situations and circumstances before taking action

### Working Environment

- The post will be office and kitchen based within Shebbear College.

Desirable Criteria

- Experience in similar work

**Terms and Conditions**

Following consultation, the above job description may be reviewed and amended