



# St James' Senior School

## Job Description and Person Specification

### Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

**Post title:**

Catering Manager

**Hours of work:**

40 Hours per week

**Responsible to:**

Bursar

**Main Responsibilities:**

- Planning and implementation of all events for the catering department, as well as supervising, training, and directing service staff.
  - The catering manager is responsible for developing menus, procuring of rentals and supplies, and staffing.
  - Ensures that security, safety, and health standards are being adhered to.
  - Evaluates operations against the established goals and objectives.
- Provide leadership to all catering staff; manage relationships with customers including students, staff, suppliers and the general public; maintain positive working environment and open channels of communication.
- Plan and coordinate all aspects of catering including meeting with staff and pupils, menu development, and meet with relevant staff to discuss the summer camps in order to plan and refine catering menus; responsible for safe preparation transport and set up of all food items for catering events.
  - Train all catering staff in the areas of event set up, food service and customer service; develop job performance standards for all employees; support career development for career staff; motivate staff to strive for highest quality of food production and customer service; manage food safety and sanitation programs in the Unit; maintain cost effective work schedules; recognise outstanding staff performance.
  - Develop and maintain budgets; develop, analyse and manage budget forecasting tools.
  - Provide employees with a safe and healthy work environment; implement standards for sanitation to meet all health codes; ensure compliance of regulatory issues.

	<ul style="list-style-type: none"> <li>• Customer Service: ensure pupils, staff and the general public receive effective and responsive service, that food is served by a friendly and well informed staff.</li> <li>• Part of this role will involve safeguarding responsibilities including the reporting of any safeguarding concerns to the Designated Safeguarding Team</li> </ul>
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**Person Specification**

**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.**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications:</b>		<ul style="list-style-type: none"> <li>• Ability to work with a diverse workforce.</li> <li>• Excellent oral and written communication skills.</li> <li>• Ability to work flexible and demanding hours</li> <li>• Demonstrated ability and skills with supervision of entry level staff.</li> <li>• A proven track record of successfully controlling costs and managing annual budgets</li> </ul>	Production of the Applicant's certificates  Contents of the Application Form  Interview  Professional references
<b>Experience:</b>		<ul style="list-style-type: none"> <li>• Previous catering and banquet service experience preferred.</li> <li>• To perform the essential functions of the job, the following applies: requires extended periods of standing, stretching, bending, walking, lifting and transporting a minimum of 25 lbs. Must be able to climb stairs, be able to perform multiple tasks under extended heavy pressure, and able to function in a fast-paced environment.</li> </ul>	Interview