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**Job Description**

**Job Title:** Catering Manager (Departmental Second in Charge)

**Reports to:** Catering & Hospitality Manager (Department Head)

**Responsible for:** Head Chef & Production Team

**Working Time:** 37.5 hours per week as per roster

**Purpose of Job:**

As Deputy to the Catering & Hospitality Manager ensures the department is run to the highest professional standard and delivers a first class service to all pupils, staff and visitors. Effectively manages the Catering production team by planning and overseeing the day to day running of the core catering requirements and external events. Ensures that the department is managed efficiently and professionally, deputising for the Catering & Hospitality Manager, in the running of the core and non-core catering aspects.

**Main Duties and responsibilities:**

* Assist the Catering & Hospitality Manager in all aspects of managing the successful running of the Catering department to ensure set standards and targets are met with regard to service, food, finances, legal and departmental requirements.
* Ensure a consistent approach to standards of service and food, and staff discipline by setting and maintaining examples.
* Assist in the administration of the regular tasks that ensure the effective running of the department eg annual staff training and records, staff appraisals and stock takes.
* Line manage, plan and oversee the Head Chef and his/her team to ensure a consistent level of core and non-core feeding for the School.
* Works with other School staff to plan and support all School events that require a catering service.
* Identifies and promotes the School as a venue and service to potential clients.
* Actively supports colleagues in delivering a high quality service for each individual event by hands on example as required.
* To carry out additional duties as required or requested by the School Leadership Team and the Catering & Hospitality Manager

**General responsibilities**

* Ensures the safety and well-being of children and young people at the School by adhering to and complying with the School’s Safeguarding and Child Protection Policy at all times.
* Attends Royal Russell Day and Open Day as required.
* Displays correct staff identification at all times whilst on site.
* Attends training and staff INSET sessions organised by the School to provide a consistent approach across the entire School staff population.
* Adheres at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of you and colleagues as well as pupils, staff and visitors.
* Carries out any other reasonable duties as requested by the Headmaster.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job-holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.

**Person Specification –Catering Manager**

**Experience:**

* A minimum of three years’ experience in a management role within a Catering or Event environment
* A Catering and Hospitality background based in high quality volume Catering, such as Hotels, Business and Industry or Education
* Experience of working with Food Safety systems (HACCP) and Health and Safety systems
* Supervisory experience of varying grades of staff
* Computer literate with a working experience of MS Office packages
* Experience of staff recruitment processes
* Experience of managing finance and budgets and food/event costings
* Experience of organising and executing commercial events, such as weddings
* Experience of guiding/training staff and/or running an Apprenticeship programme (desirable)

**Qualifications:**

* Good level of general education including GCSE Maths and English at grade C/level 5 or above
* Intermediate Food Safety Certificate
* City and Guilds 706/1 and 706/2 (or equivalent ) (desirable)
* IOSH Managing Health and Safety Systems (desirable)
* Management qualification in catering (desirable or equivalent management experience)

**Skills, Knowledge and Abilities:**

* Passionate and creative approach in delivering good food and service excellence
* A positive can- do flexible attitude
* Well presented, professional appearance
* Confident communicator at all levels
* Ability to stay calm and communicative under pressure, with a good sense of humour
* Working knowledge of 2014 Government allergen laws
* Knowledge of the Government guidelines in School meal nutrition (desirable)
* Open and supportive leadership style, with the ability to assert authority where necessary and take ownership of that authority
* Keen eye for detail in all areas (from food production to kitchen cleanliness)
* Ability to work as part of a team or alone on own initiative
* Strong time management skills of self and team, an ability to multi task is desirable
* Physically fit and able to lift weights up to 25kg
* Full UK (Manual) driving licence (essential)

**Date: January 2018**