



**Thomas More Catholic School  
Purley, Surrey**

**CATERING MANAGER – January 2018**

We are looking for an experienced, ambitious and educationally aware person - with the presence and personality to influence the day-to-day business of running a school canteen, you'll maximise sales. Leading by example and setting high standards, you'll enhance the performance of your team and provide the school with great service.

**Responsibilities**

To run all that encompasses 'catering' for the school

- Managing a team of up to 8 staff
- Responsible for all the financial aspects of catering
- Staff development/Training - keeping all personal/training files up to date
- Motivating staff and getting the best out of your team
- Build excellent relationships with the students and staff
- Adhering to H&S regulations
- Responsible for the school hospitality
- Ensure the schools requirements are delivered in line with their expectations

**Ideal Candidate**

Experience in managing in a similar setting, preferably from an education sector

- Sound knowledge of Hygiene, Health and Safety
- Standards and quality driven management style
- Motivated by a passion for quality and great service delivery
- Interpersonal, administrative and organisational skills
- Good / Hands on management skills
- Excellent understanding of budgets/accounts
- Financial and commercial acumen
- A 'Can do' attitude

**We look forward to receiving your application**