Job Description

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| Post | Catering Manager |
| Grade |  |
| Responsible To: | Principal and Registrar |

Purpose Of the Job

To Manage the Catering function at College on a day-to-day basis to ensure a high-quality meals service, planning menus in order to ensure a nutritious and varied diet and pricing sales items in order to cover cost and offer value to the customer.

Main Objectives

Staff Management

To manage the staff within the catering function in order to ensure cost effectiveness and high-quality delivery of service ensuring high standard of professionalism in delivery of service ensuring that staff are adequately trained particularly in respect of hygiene regulations and management of health & safety regulations.

To organise, develop and supervise staff including the planning of staff availability against workload in order to achieve a high level of service to customers and to plan the staff availability against expected workload.

Resources Management

To manage the budget ensuring that budgetary targets are met and value for money achieved. To plan, manage and account for school hospitality to ensure it is organised and run in a smooth and efficient manner.

Monitoring of sales and wastage.

Premises management

To maintain the premises to highest standards ensuring compliance with hygiene and health & safety regulations.

Catering Service

To ensure high quality provision of catering service which meets turnover targets and contributes to encouragement of healthy eating.

Seek out suppliers ensuring that quality goods are purchased, and the college receives value for money.

Tasks

* Menu planning, stock maintenance.
* To prepare and cook food for the daily service to pupils and staff and for designated events.
* To plan and cost menus.
* Order goods and maintain stock control.

To liaise with in all matters to ensure the Catering Service runs in an efficient and effective manner.