



JOB DESCRIPTION

JOB TITLE:	Catering Manager
REPORTS TO:	Director of Finance and Resources
SALARY:	SSP 19 £36,564pa FTE. Actual £31,972
CONTRACT:	Permanent
WORK PATTERN:	Term Time + 1 week

PURPOSE OF THE ROLE

To manage and lead the catering service, ensuring a consistently high standard of food quality, service delivery, and customer care. The Catering Manager will oversee daily catering operations for 2,000 students and staff, lead and support the catering team, ensure compliance with Health & Safety and food safety legislation, and contribute to the smooth and efficient operation of the catering department.

KEY RESPONSIBILITIES

Operational Management

- Oversee the day-to-day operation of the catering service, ensuring effective service to students, staff, and visitors
- Manage food production, preparation, and service across all counters
- Ensure tills are operated accurately and that cash handling procedures are followed
- Ensure catering areas are clean, safe, and welcoming at all times
- Review processes and operating effectiveness regularly to continue to drive sales growth, implementing system change when appropriate
- Regularly review cost pricing and meet with current and potential new suppliers to ensure best value

Food Production and Service

- Plan, organise, and supervise food preparation and service
- Support hands-on food production when required to ensure service continuity
- Monitor food quality, portion control, presentation, and waste
- Ensure allergen information is accurate and clearly communicated
- Be innovative and flexible with food offerings to meet current trends and needs

Staff Management and Team Leadership

- Line manage Catering Assistants and other catering staff
- Allocate duties and organise rotas to ensure adequate staffing levels
- Provide training, guidance, and supervision to staff
- Promote effective teamwork and high performance within the catering team
- Address day-to-day staffing issues and escalate when appropriate

Health, Safety, and Compliance

- Ensure full compliance with Health & Safety legislation, Food Safety standards, and COSHH regulations
- Maintain and monitor cleaning schedules, temperature records, and food safety paperwork
- Ensure all staff follow safe systems of work and college policies
- Maintain a clear, safe, and well-organised working environment for staff and students

Stock, Resources, and Organisation

- Manage stock ordering, storage, and rotation
- Ensure all stock areas are well organised, clean, and secure
- Monitor stock levels and minimise waste
- Liaise with suppliers where required

Administrative and Development Duties

- Complete and maintain catering documentation and records
- Contribute to service improvement and operational efficiency
- Undertake additional duties to support the smooth operation of the catering department
- Work effectively both as part of a wider team and using own initiative
- Work with John Leggott Centre Management to develop remote catering options for students

IN ADDITION TO THE ABOVE MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:

- Support effective safeguarding of all young people throughout the College
- Attend as necessary, meetings of all College Staff
- Adhere to College Policies and procedures e.g. Equality and Diversity; Health and Safety
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee Signature *Date*.....

Line Manager..... *Date*.....

Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

Qualifications	Desirable /Essential	Assessment Method
Substantial relevant work experience	E	AF Q
Good standard of Level 2 education – 5 A-C 4- 9GCSE's including Maths and English	E	AF Q
Level 2 Food Safety qualification (or willingness to obtain)	E	AF Q
Level 3 Food Safety qualification	D	AF Q
Skills & Abilities	Desirable /Essential	Assessment Method
Ability to organise workloads and manage competing priorities in a fast paced environment	E	I
Ability to work efficiently both independently and as part of a team	E	I
Strong communication and teamwork skills and ability to build positive relationships with students, staff, and external partners.	E	I
Ability to manage a busy, high-volume catering service and remain effective under pressure	E	I
Strong leadership skills, with the ability to motivate, support, and develop staff	E	I
Strong commercial awareness, including understanding cost control and value for money	E	I
Ability to negotiate effectively and build positive relationships with suppliers	E	I
Ability to identify opportunities for service improvement and implement new ideas	E	I

Experience & Knowledge	Desirable /Essential	Assessment Method
Significant experience working in a fast paced or high volume catering or food service environment.	E	AF I
Experience supervising or leading staff	E	AF I

Sound knowledge of food hygiene, Health & Safety, and COSHH regulations	E	AF I
Experience of stock control and ordering	D	I
Experience managing a catering operation in an education or public sector setting	D	AF I
Budget monitoring and cost control	D	AF I
Waste reduction and sustainability awareness	D	AF I
Experience implementing new systems or processes	D	AF I
Particular Requirements	Desirable /Essential	Assessment Method
Proactive and solutions-focused approach to work	E	I
Approachable, with a strong commitment to customer service	E	I
Ability to adapt to changing priorities and respond positively to challenges	E	I
Resilient and able to work effectively under pressure	E	I
Commitment to maintaining high standards and continuous improvement	E	I