



## **Catering Manager**

Following recent internal progression we are recruiting for a Catering Manager with Catering and Hospitality Management Qualifications and or equivalent vocational experience to join our outstanding Catering Department at Stonyhurst College. Situated next to the picturesque village of Hurst Green. The Stonyhurst catering team are at the heart of the home where we offer to our pupils and staff a high quality, fresh food service throughout the day. At Stonyhurst there are two kitchens each with a Catering Manager working closely together and reporting to our Catering Director. We are looking to recruit for our Senior School Refectory where we produce approximately 1500 meals per day over 3 service times. This role is a full-time position working throughout the full year and shifts include a weekend day and some evenings. During the school holiday periods we cater for our International Summer School and external residential clients.

Utilising your proven track record in a large-scale catering venue and events management, you will be working to support the Catering Director and Executive Head Chef in leading and motivating the catering team, working collaboratively with colleagues and other members of the college to overcome challenges and continuously improve.

As a strong leader with previous line management experience, you will be responsible for ensuring that the department objectives of the planning, production and delivery of first-class food and service to pupils, staff, parents, and visitors are fulfilled in a timely, professional manner within Food Safety legislation and the budgetary framework. This exciting role also offers the opportunity to oversee 'front of house' services, ensuring the high-quality service of food and drinks at all functions, events, dinners, and daily meal services where the same high standard is required for all.

The ideal candidate will possess experience of hands-on approach with cost control, budget management, profit and loss, procurement, and administration of catering finances as well as enthusiasm to work the extensive and flexible hours required to oversee the catering operation, including evenings and weekends. In return, we offer a unique benefits package including but not limited to free swimming pool and gym access, meals on duty free of charge and a wellbeing benefits and discount scheme.

### **Key Tasks and Responsibilities**

As Catering Manager, you will be responsible for:

- Supporting the Cross- Campus Catering Director in the management of all staff in the Catering departments, including recruitment, training and development, performance management, health, safety, and welfare
- Ensure HACCP systems are in place and are managed in line with current legislation.

- Ensuring a high level of cleanliness is maintained throughout the kitchen and other related areas and the food safety documentation has been completed correctly and accurately.
- Ensuring that all catering staff are aware of the required standards of food production and service.
- Ensure compliance with departmental rules, policies, procedures, and quality standards including ensuring that the prescribed uniform / hygiene standards for catering staff are adhered to.
- In liaison with the Executive and Head Chefs, responsible for the efficient running of the kitchens and for developing menus to meet the needs of the various stakeholders within Stonyhurst, whilst remaining within budget
- Ordering of supplies or delegating where appropriate, ensuring that specified procedures are used for the receipt and storage of stock, that all catering stock is accounted for, stock levels are controlled, and that food production is managed within budgetary framework accounting for all wastage.
- Conducting regular hygiene audits with the Cross- Campus Catering Director
- The compilation of shift rota, giving due consideration to the productivity and efficiency of the department in line with the staffing budget whilst not compromising the standard of service

**NB:** This list is not exhaustive – for further details please visit Work for us at Stonyhurst to view the Job Description

### **Person Specification**

- Excellent communication, planning, organisation, and customer service skills
- Good knowledge of IT systems including but not limited to Microsoft Office & Management Information Systems
- Ability to multitask and problem solve in a busy environment.
- A positive and friendly disposition which sets the right tone and atmosphere at 'front-of-house' and inspires others to be likewise.
- A strong leader with the ability to set a good example to others.
- To be committed to the safeguarding and welfare of children and young people
- To be in sympathy with the Stonyhurst ethos and tradition and be able to support the ideals of the Mission Statement
- Experience of working within an educational and / or public service / community setting -desirable
- First Aid Trained – desirable.

### **Hours of Work**

This is a full-time, full-year role.

Weekend and evening working will be required.

Working hours are subject to change from time to time.

**Stonyhurst and Stonyhurst St Mary's Hall are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**The successful candidate will be subject to an enhanced DBS check.**