



**Post Title:** Relief Catering Manager/Chef

**Department:** Catering Department

**Responsible to:** Cross-Campus Catering Director

**Responsible for:** Catering Team

**Job purpose:**

To support the Cross Campus Catering Director in leading the catering team to ensure that the Department objectives of delivering first class food and service are fulfilled in a timely, professional manner within Food Safety legislation and the budgetary framework.

**Key Tasks & Responsibilities**

**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
- The day-to-day management of the campus kitchens, as directed by Cross Campus Catering Director, in conjunction with the Senior and Prep School Catering Manager
- The management of the catering unit in the absence of the Catering Manager
- Ensure HACCP systems are in place and are managed in line with current legislation
- Ensuring that all catering staff are aware of the required standards of food production and service and comply with departmental rules, policies and procedures, quality standards
- Ensuring a high standard of cleanliness is maintained throughout the kitchen and other related areas and the food safety documentation has been completed correctly and accurately
- In liaison with the Executive 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.
- The planning, production and delivery of first-class food to pupils, staff, parents and visitors to the college.
- Ordering of supplies or delegating where appropriate
- Ensuring that specified procedures are used for the receipt and storage of stock
- Ensuring that all catering stock is accounted for, and stock levels are controlled



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- Ensuring that food production is managed within the budgetary framework and accounting for all wastage
- Conducting regular hygiene audits with the Catering Director
- Assisting the Catering Manager's with the compilation of shift rosters, giving due consideration to the productivity and efficiency of the department in line with the staffing budget whilst not compromising the standard of service
- Ensuring that the prescribed uniform/hygiene standards for catering staff are adhered to
- Overseeing "front of house" services, ensuring the high-quality service of food and drinks at all functions, events and dinners and daily meal services. The same high standard of delivery is required for all, including OS, pupils, staff and visitors.
- Liaising with the school community to ensure that the requirements are given proper consideration and dealt with in a timely fashion
- To support in the effective planning and efficient delivery of all commercial activity and in growing income for Stonyhurst.
- Notifying the Catering Director of any maintenance requirements and monitoring the progress of such requests
- The security of the Catering Department, its equipment, cash, stock, and auditable paperwork
- Compliance with the GDPR at all times: ensuring that all relevant personal sensitive and confidential information and documentation is safeguarded and updated in line with the requirements of the General Data Protection Regulation (GDPR) and Stonyhurst Data Protection Policy and ensuring that such information is not disclosed to any unauthorised person.

### **Person Specification**

#### **Essential:**

- Catering & Hospitality Management Qualifications or equivalent vocational experience.
- Proven track record in large scale catering venue and events management.
- Experience of cost control, budget, management, profit and loss, procurement, and administration of catering finances.
- Strong line management experience.
- Excellent communication, organisation and customer service skills.
- Good IT skills (Microsoft Office, Management Information Systems).
- Ability to multi-task and problem-solve in a busy environment.
- Enthusiasm to work the extensive and flexible hours required to oversee the catering operation, including evenings and weekends.
- Motivation and enthusiasm to work collaboratively with colleagues and other members of the College to overcome challenges, competing priorities and continuously improve.



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- 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 high standards who sets 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.

## **Desirable**

- Experience of working within an educational and/or public service/community setting
- First Aid Trained (Training will be provided)

## **Working Conditions**

Weekend working will be required. Contracted hours of work may change from time to time, in particular out of term-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.*