



Relief Catering Manager / Chef

We are looking for a Relief Catering Manager / Chef with Catering and Hospitality Management Qualifications or equivalent vocational experience to join our outstanding Catering Department at Stonyhurst. Situated next to the picturesque village of Hurst Green, the Stonyhurst catering team are at the heart of the home we offer to our pupils, providing high quality, fresh food throughout the day.

Utilising your proven track record in a large-scale catering venue and events management, you will be working to support the Catering Director 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 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 provided for free whilst on shift and a wellbeing benefits and discount scheme.

Key Tasks and Responsibilities

As the Relief Catering Manager / Chef 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 and comply with departmental rules, policies, procedures and quality standards and ensuring that the prescribed uniform / hygiene standards for catering staff are adhered to

- 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
- 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
- Assisting the Catering Managers 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

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, 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

Weekend working will be required. Contracted hours are subject to 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.