



CATERING MANAGER

Job Description

GRADE:	APT&C Scale 5 point 22 – 25	
RESPONSIBLE TO:	BUSINESS MANAGER	
SUPERVISION EXERCISED:	Assistant Cook and Canteen Assistants	
CONTACTS:	Internal:	Staff and pupils
	External:	Suppliers
MAIN SCOPE OF JOB:	To be responsible for the effective and efficient Managements of the canteen and the provision of nutritious, quality and appealing food for all stakeholders	

Main Responsibilities and Tasks:

1. Plan, organise, monitor and lead all aspects of the daily operation of the canteen.
2. Provide leadership, supervision and training to canteen staff to ensure the delivery of an efficient, quality and affordable food service to the School
3. Ensure all canteen staff provide a high level of customer service to students and staff.
4. In collaboration with the Business Manager, monitor and review food product sales
5. In collaboration with the Business Manager, negotiate with local suppliers to source quality ingredients and products at highly competitive prices.
6. Monitor and maintain stock at optimal levels and undertake regular stock takes.
7. Order supplies as required and check deliveries against invoices and deliver notes,

8. Attend to and supervise the preparation, cooking and delivery of quality, nutritious, consistent and well presented food for sale.
9. Design, implement, promote, monitor and review an appealing daily and weekly menu to maximise sales.
10. Implement food safety procedures and processes to ensure that correct food handling and hygiene practices are used to prevent food spoilage, contamination and illness.
11. Minimise wastage through the adoption of good food preparation and food handling techniques.
12. Provide quality and cost effective catering for various School events and functions.
13. At all times ensure a very high standard of hygiene and cleanliness in the canteen through an appropriate regime of daily and other regular cleaning.
14. Ensure the health, safety and welfare of all canteen staff.
15. Ensure all canteen staff and volunteers understand and adhere to correct food handling and hygiene practices.
16. Ensure all canteen staff understand and adhere to safe operating procedures for all kitchen equipment and appliances.
17. Ensure all canteen staff understand and adhere to safe manual handling techniques.
18. Immediately report health and safety hazards, incidents and accidents

Skills Required:

- a) Ability to work as part of a team
- b) Ability to carry out the above tasks with
- c) Ability to operate kitchen machinery, once training has been given.
- d) Understanding of Food Hygiene Regulations and Health and Safety at Work Act.
- e) Understanding of Food Standards