

Job Description for Catering Manager

- Approximate hours of work 6am – 2.30pm plus additional hours for special events as required to include some Saturdays
- 37 weeks per year
- Responsible to the Bursar the job will include:
- Heading up the catering team which comprises Catering Manager, Deputy Catering Manager and 7 Catering Assistants and ensuring that all staff receive appropriate training
- Providing breakfast, lunch, match teas and food for numerous other special events for 380 children aged between 4 – 13 and 60 staff
- Planning of all menus
- Overseeing and being fully involved in food preparation
- Sourcing suppliers, placing of all orders and stock control
- Ensuring compliance with all regulatory requirements
- Overall responsibility for special diets including children with allergies
- Responsibility for the maintenance and cleaning of the equipment and furniture in the kitchen and dining rooms