

Job Description

Role:	Catering Manager	Salary Range:	7	Notice Period:	2 Months
Line Manager:	Business Manager	Head of Faculty:		Business Manager	

Role Purpose

The Catering Manager, in partnership with the Business Services Team is responsible for the operational management of the catering department (internal and external). The Catering Manager will lead the Catering team in the delivery of the Vision for St. Paul's and the Code of Conduct. The Catering Manager will play an active and participative role within the Catering Department who operationally manage the schools catering, generate income and deliver effective and efficient service requirements, and provides internal and external catering whilst ensuring best value.

Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this Catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision-making and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

Purpose of the Role

This is a senior operational management role that requires combined catering expertise with financial management, compliance, staff leadership, and strategic service delivery. It is broader than a typical kitchen manager position, with responsibility for managing the entire catering function and contributing to the wider operation of the school.

Catering and Kitchen Management

- Lead, organise and manage all catering operations to deliver high-quality food, presentation and customer service.
- Plan, develop and review nutritious, balanced menus that meet dietary requirements, nutritional standards and customer expectations.
- Develop seasonal menu cycles using fresh, locally sourced produce wherever possible.
- Manage all food purchasing and ordering processes, ensuring value for money and continuity of supply.
- Maintain effective stock control systems, minimising waste and ensuring appropriate stock levels.
- Ensure all kitchen equipment, dining areas and catering facilities are maintained to the highest standards.
- Ensure compliance with all Food Safety, Health & Safety, Fire Safety and Environmental Health legislation.
- Manage relationships with suppliers, contractors and external catering partners to ensure quality, service and value.
- Ensure all statutory food hygiene requirements and inspections are fully met.
- Oversee maintenance and servicing of catering equipment.

Budget Management and Financial Control

- Assist the Business Manager in preparing the annual catering budget.
- Manage the approved catering budget and monitor income and expenditure.
- Produce regular financial reports including cost and sales analysis.
- Identify and implement cost-saving initiatives without compromising quality.
- Minimise food waste and maximise efficient use of resources.
- Ensure accurate accounting of all catering income, expenditure and stock.
- Follow the school's financial procedures and liaise regularly with the Finance Manager.
- Ensure purchasing is undertaken in accordance with school procurement procedures.

Operational Management

- Develop and maintain efficient catering systems and procedures that support high-quality service delivery.
- Monitor service standards and implement continuous improvements.
- Gather customer feedback from pupils, staff and external clients and use findings to improve services.
- Deliver outstanding customer service across daily catering, hospitality events and external catering contracts.
- Ensure all catering areas are maintained to exemplary standards of cleanliness through robust cleaning schedules.

- Oversee catering administration including ordering, stock records, food safety documentation and compliance records.
- Effectively utilise catering management software for stock control, purchasing, recipes, allergen management and waste monitoring.
- Manage weekly catering requirements for external customers.
- Coordinate transport and logistics for daily meal deliveries where applicable.
- Actively contribute as a member of the school's Health & Safety Team.
- Develop, implement and maintain quality assurance systems across all catering services.

Leadership and People Management

- Lead, motivate and develop a high-performing catering team.
- Foster positive working relationships with pupils, staff, parents, governors, suppliers and external customers.
- Allocate duties effectively to ensure efficient service delivery.
- Manage staffing levels, rotas and cover arrangements to meet operational requirements.
- Ensure all staff work safely and comply with relevant health and safety procedures.
- Conduct regular team meetings and communicate school priorities effectively.
- Ensure all staff attend mandatory training and maintain required professional qualifications.
- Promote a positive, collaborative and inclusive team culture.

Staff Development

- Line manage, mentor and coach all catering staff.
- Support continuous professional development through training and learning opportunities.
- Conduct performance reviews and contribute to the school's appraisal process.
- Review staffing requirements with the Business Manager in response to changing operational needs.
- Ensure all new employees receive a comprehensive induction.
- Encourage teamwork, innovation and continuous improvement.
- Support staff wellbeing while maintaining high performance expectations.

Compliance, Health & Safety

- Ensure full compliance with Food Safety legislation, HACCP principles and Environmental Health requirements.
- Maintain accurate food safety records and documentation.
- Ensure compliance with COSHH, Health & Safety, Fire Safety and Manual Handling regulations.
- Conduct regular risk assessments and implement corrective actions where required.

- Promote a strong culture of health, safety and wellbeing throughout the catering department.

General

- To work as an effective member of a team and to promote teamwork at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and wellbeing of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

Job Description

Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the school's leadership structure. I understand that I must seek support when needed and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

Name: **Signed:**..... **Date**.....