



POSITION DESCRIPTION

Position: Catering Manager

Status: Fulltime

Reports to: Business Manager

Date: November 2023

Classification: Salary (dependent on qualifications and experience)

Purpose of Position:

The Catering Manager is responsible for catering and domestic services in the Boarding Kitchen precinct and Canteen. This includes bulk cooking for boarders and boarding staff residing at the College, adhoc College functions and the provision of food for day students and staff through the College Canteen. The Catering Manager is responsible for a small team of catering and domestic staff to provide an efficient and effective catering operation with a focus on client needs.

Key Characteristics:

Self directed development and application of professional knowledge with substantial depth in some areas

Broad range of professional skills are applied and functions in both varied and highly specific contexts

Operates with initiative being exercised in the application of professional practice

Significant discretion and judgement are required in planning, design, and supervisory functions related to catering and canteen operations for self and others

Supervision:

Works under broad guidance provided by the Business Manager

Work is usually measured in terms of the achievement of stated objectives to agreed standards

Involves a level of autonomy in accordance with a broad plan or budget strategy

Supervision of Others:

Responsibility for the supervision and monitoring of the work of others and of workflow in the area of responsibility

Leadership and development of team and responsibility for outcomes

Qualifications & Experience:

Trade Certificate in Cooking along with previous experience in a Residential College environment would be an advantage

Front of house skills (function management and operations)

First aid certificate

Food Safety Supervisor certification

Specific Duties:

Catering:

- Manage all catering related activities including menu planning, food preparation and presentation, portion control, cooking, distribution, customer service, hygiene, and quality control. When on duty much of the cooking is undertaken by the Catering Manager.
- demonstrate excellent time management skills ensuring all meals for boarding, canteen and functions are delivered on time.
- Work collaboratively with staff and students to develop varied and nutritionally balanced menus tailored specifically to teenage girls.
- Assist other college staff with planning, organisation and catering for school functions, sports events etc.
- Participate in relevant meetings with staff members and students, as well as representatives from food distribution companies, producers, and manufacturers.
- Manage the college canteen including menu planning and costing, ordering of stock, serving food, signage and food labels, and money handling.

Finances:

- Manage procedures for purchasing and stock control for all catering and domestic services within the requirements for the College Purchasing Policy and Procedures including receiving and rotating stock and following up with suppliers on stock order issues.
- Monitor all catering costs to ensure that the cost of menu plans and functions remain within the relevant budgets.
- Prepare costing, internal charging, and canteen costs summaries at the end of each term for college functions/activities done by college kitchen to be submitted to Business Manager.
- Perform stocktakes at the end of each term for boarding kitchen and canteen.
- Manage Flexischools (schools online ordering service for day students and staff).

Human Resources:

- Lead and manage a small team of catering and domestic staff.
- Facilitate suitable training as required and encourage staff to undertake further training to update skills where necessary.
- Ensure catering team members complete compulsory online training provided by the college in a timely manner.
- Plan, manage and distribute staff rosters for the day-to-day operations (boarding and canteen) as well as for special functions (such as Presentation Evening, Alumni Reunions, College Board Meeting and other College celebrations and other ad hoc events) whilst adhering to allocated budgets to ensure the kitchen is adequately resourced each day.
- Facilitate timely resolution of staff concerns/issues.

Food Safety:

- Maintain the College Food Safety Program and remain up to date with current food safety legislation requirements.
- Ensure all food is stored, prepared, and served in accordance with the College accredited Food Safety Program.
- Ensure compliance with current food standards in college Food Safety Program and all records to be completed and maintained in accordance with the College accredited Food Safety Program.
- Ensure program is always fully maintained and available to council and food safety program auditor when required.
- Ensure catering environment is always hygienic and compliant with the college food safety program and other food handling legislation. Also ensuring kitchen, dining areas and canteen are well presented and maintained to a high standard.

Work Health & Safety

- Manage the occupational health and safety of the kitchen, dining room and canteen to ensure the workplace is safe for students, staff, and external visitors.
- Ensure all equipment used across catering department is maintained and any equipment issues are identified and reported via “my maintenance” in a timely manner.
- Perform tasks such as cleaning of equipment and utensils, putting utensils away, removal of rubbish, cleaning of areas such as kitchen surfaces, cold rooms and freezers, storeroom, and front of service area, sweeping and mopping.
- Lead the team and actively participate in the end of term cleaning of kitchen, dining room and canteen areas

General Terms of Appointment

- Be supportive of the Catholic ethos of the school.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current positive notice blue card for child related employment.
- Comply with all requirements of St Ursula’s College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.