



# Blundell's

FOUNDED 1604

## WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Catering Manager
<b>Department:</b>	Catering
<b>Report to:</b>	Bursar
<b>Date:</b>	July 2022

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### ROLE

To provide leadership and long-term strategic direction for the Catering operation at Blundell's School. To ensure consistency in our excellent food offering and service while ensuring compliance with all relevant legislation and effective budget control and resource management.

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### SUMMARY OF DUTIES

- To oversee management of the catering team including recruitment, monitoring of performance, staff development, training and other HR matters. This includes line management of Blundell's Preparatory School Catering Manager.
- To be responsible for compliance with all HACCP, Allergen, Health and Safety and any other relevant legislation including policies and procedures; and to serve as a member of the School Health and Safety Committee, which currently meets once per term.
- To ensure standards of excellence in food production and customer service are maintained.
- To produce, monitor, deliver and report on relevant KPI's.
- To draft the annual catering budget and monitor ongoing financial performance against budget.
- To ensure regular food hygiene, safety and other audits are undertaken and actioned.
- Jointly with the Estates Bursar, to draft a rolling programme of major equipment replacements and kitchen, servery, and dining hall upgrades/refurbishments.
- To ensure all kitchen equipment is regularly checked, serviced and is in good working order, arranging replacements as required and keeping records of all service work undertaken.
- To ensure food and consumable supplies are effectively managed, considering local and seasonal produce where possible.
- To develop and maintain effective working relationships with catering suppliers and contractors.
- To work closely with the Bursar, Head, Director of Marketing, Houseparents and other key stakeholders to ensure that all catering requirements for both food and service levels are adequately met and standards are consistently high

- To work in conjunction with, and support the Commercial Lettings Manager in facilitating the smooth running of catering for profit-generating lettings, both during term time and in school holiday periods.
  - To manage delivery of all catering projects; which may include (but not limited to): “themed” lunches/supper events; collaboration with the Blundell’s Garden, support of Drama/Music/Art department events; cookery classes for pupils as part of the co-curricular programme.
  - To make recommendations to the Bursar about opportunities to improve and develop the catering service delivery
  - To keep up to date with latest industry developments and best practise through networking and attendance at relevant events.
  - Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School’s health and safety policy, procedures and local rules
  - Any other duties as reasonably directed by the Bursar.
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## PERSON SPECIFICATION

### Essential Qualifications and Experience

- Extensive leadership experience within the catering/hospitality industry
- Passionate about food and catering service delivery with a genuine interest in nutrition for children and teenagers
- Experience of events planning and delivery
- Experience with volume catering at a supervisory level or above
- Excellent understanding of HACCP, allergens and Health and Safety legislation
- An understanding of specific dietary requirements including catering for a variety of nationalities
- Level 3 Food Hygiene certificate or equivalent
- Excellent organisational skills to include time management and prioritisation
- First class customer service skills
- Excellent employee management skills including recruitment, performance management and training
- Excellent interpersonal and communication skills at all levels
- Proven experience of budget setting, monitoring and effective cost control
- Project management experience to include change management and both short and long term projects
- Strong Microsoft Office skills and experience with bespoke catering packages.

### Desirable

- Driving License
- Experience of multi-site /multiple outlet management
- Degree in Hospitality Management, Catering, Business Management or equivalent vocational qualification or experience
- Chef experience

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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

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Please sign to acknowledge receipt of job description.

Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_