



DEVONPORT HIGH SCHOOL FOR GIRLS PERSON SPECIFICATION CATERING MANAGER

Essential Key Skills

- At least 3 years' experience of working in a Catering or Hospitality environment
- Experience of supervising or managing staff
- Experience in planning, preparation and presentation of food and beverages
- Challenge the traditional and look for new and innovative ways to promote the catering provision
- Ability to communicate effectively with target audience through marketing campaigns
- Have a good understanding of time frames - understand important dates which can be used for new marketing campaigns.
- Be able to communicate your ideas well to team members
- Proven ability to efficiently operate catering equipment and kitchen tools
- Proven ability to plan rotating menus for a catering environment
- Proven ability to carry out analysis of food cost schedules to ensure a cost effective sales mix
- Ability to engage with students and stakeholders, and to monitor and act on customer feedback
- Proven ability to manage the budget, complete orders and process invoices
- Ability to manage the cashless catering system, accurately recording all business from the reports and record all monies taken for banking
- Good organisational skills
- Ability to work under pressure and meet deadlines
- Ability to monitor the repair, maintenance and cleaning of catering equipment and for the calibration of temperature sensing equipment
- Ability to maintain confidentiality
- Ability to inspire, motivate and lead the catering team; undertake inductions and performance management
- Willingness to participate in development and training opportunities and undergo further training as appropriate

Essential Qualifications and Training

- Advanced Food Hygiene Certificate
- NVQ in Hospitality and Catering or equivalent

Desirable Key Knowledge & Qualifications

- NVQ 3 in Hospitality and Catering or equivalent
- First Aid qualification
- Supervisory or Management Qualification
- Experience in using Optimum Control

