



The King's School Job Description

CATERING MANAGER

Purpose:	To oversee and manage the delivery of a high-quality catering service, ensuring the smooth operation of the kitchen and maintaining the school's reputation for food quality, safety, and customer service. The Catering Manager will be responsible for budgeting, planning, preparing, and delivering nutritious meals on a daily basis for approximately 800 students and staff, including overseeing the management of the Sixth Form café.
Reporting to:	Director of Finance and Operations
Liaising with:	Finance staff, students and staff
Working time:	37 hours per week, Monday-Friday, 06:30-14:30 40 weeks per year, term time (to include 5 INSET/training days and 5 additional days)
Salary / grade:	Support Staff Grade E12-16
Disclosure level:	Enhanced
Food Preparation and Service:	<ul style="list-style-type: none"> Plan, prepare, cook, and serve food that meets the school's nutritional standards and complies with current food legislation, ensuring a variety of meals that cater to different dietary requirements (e.g., vegetarian, vegan, gluten-free). Collaborate with the Director of Finance and Operations to devise and implement a seasonal 3-week rotating menu that meets the healthy eating guidelines set by the school. Supervise food preparation for break and lunch services, ensuring food is served at the correct temperatures and in a safe, hygienic manner. Ensure high standards of food presentation, using creative methods to appeal to students and staff, while maintaining nutritional balance and food quality.
Team Leadership and Staff Management:	<ul style="list-style-type: none"> Manage, supervise, and motivate the catering team, ensuring a well-trained, productive, and effective workforce. Oversee the recruitment, selection, induction, and annual appraisal of catering staff, working with the Director of Finance and Operations where necessary. Develop staff through training, ensuring the catering team is knowledgeable about food hygiene, health and safety standards, and dietary needs. Ensure the team adheres to all relevant procedures for food handling, safety, and customer service, maintaining high morale and a positive working environment.
Menu Planning and Supply Management:	<ul style="list-style-type: none"> Devise and cost menus, ensuring adherence to budgetary constraints while providing nutritious and appealing meals. Ensure all food supplies are ordered in accordance with the school's catering requirements and within the agreed budget, liaising with approved suppliers. Monitor food stock levels, maintain accurate inventory records, and implement effective stock control procedures to minimise waste and overordering. Perform regular stocktakes and ensure food rotation procedures are followed to reduce waste.
Health and Safety, Food Safety, and Hygiene:	<ul style="list-style-type: none"> Maintain and ensure compliance with all relevant Health and Safety, Food Safety, and Environmental Health standards, including the correct procedures for handling allergens. Conduct regular Health and Safety assessments in the kitchen, ensuring that staff follow safe working practices, and that equipment is well-maintained. Ensure all catering staff hold valid food hygiene certifications and receive regular training on the safe use and cleaning of equipment. Maintain up-to-date records on food production, suppliers, and staff training, as required by the Director of Finance and Operations.



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Customer Service and Stakeholder Engagement:	<ul style="list-style-type: none">• Ensure the catering department meets the needs and expectations of staff, students, and visitors, providing excellent customer service at all times.• Engage with students and staff regularly to gather feedback and make adjustments to meal offerings as necessary.• Respond promptly to any complaints regarding food or service in accordance with the school's procedures.
Financial Management:	<ul style="list-style-type: none">• Manage the catering department's budget, ensuring financial controls are in place to meet school objectives and prevent overspending.• Accurately calculate the correct pricing for all meals to meet surplus targets (with assistance from Finance where required).• Ensure value for money and achieve best available rates from suppliers.• Perform daily checks ensuring all payments for food are correctly recorded and submitted for banking.• Collaborate with the Director of Finance and Operations on financial forecasting and the management of catering-related expenses.
General Administration and Additional Duties:	<ul style="list-style-type: none">• Maintain accurate records of all catering activities, including food orders, menu planning, staffing, and financial information.• Ensure compliance with all relevant school policies, including those on Equal Opportunities, safeguarding, and confidentiality.
Essential Skills and Experience:	<ul style="list-style-type: none">• Proven experience as a Catering Manager or in a senior catering role within a school or large-scale catering environment.• Strong knowledge of menu planning, food safety, and nutrition, including experience managing dietary requirements and allergens.• Excellent leadership skills with the ability to manage and motivate a team.• Strong financial management skills with experience controlling budgets, ordering supplies, and managing food costs.• Excellent communication skills, with the ability to interact effectively with students, staff, suppliers, and visitors.• Knowledge of Health & Safety and Food Safety regulations, including experience with risk assessments and health inspections.
Desirable Qualifications:	<ul style="list-style-type: none">• Level 2 or higher Food Hygiene certification.• First Aid training.• Experience in a school or educational setting, ideally managing large-scale catering services.• Knowledge of relevant dietary and food regulations, including the Healthy Schools initiative.
Additional Responsibilities:	<ul style="list-style-type: none">• Act as an ambassador for the school's food ethos, promoting healthy eating and fostering positive relationships between the catering team and the wider school community.• Contribute to the overall ethos and aims of the school, supporting students and staff in achieving their best through quality food and customer service.



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Other specific duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To provide a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's **Safeguarding and Child Protection Policy** and the **DBS Disclosure Policy**, which can be found on our website (About Us – Policy Documents). Safeguarding the students is of the highest importance to use - **all staff will require an enhanced DBS disclosure.**