



POSITION TITLE:	Catering Manager
DATED:	November 2018
REPORTS TO:	Head of Human Resources
Prepared by:	Head of Human Resources

POSITION PURPOSE

There are two key aspects to the role of Catering Manager at St Leonard's College:

(i) Cafeteria

The College Cafeteria caters for student and staff lunches on a weekly basis during school terms. Cafeteria food is currently prepared both in the Harefield kitchen and in the College Cafeteria.

In 2019 the current cafeteria will serve as a function area for certain events such as event breakfasts and lunches, and will also prepare some foods for events. The current kitchen will be in use for part of 2019 to also help with events.

From 2020 a second Cafeteria will be in use and will also serve as a function centre. The Catering Manager will be based in this Cafeteria.

(ii) Functions

The Catering Manager is responsible for managing the planning and hosting of individually tailored College events throughout the year, mainly on campus but some off campus events too.

POSITION STATUS

- This is a permanent, full-time term time position with varied shifts: days, nights and weekends, with access to overtime where required.
- Four weeks' annual is included in term breaks.
- Some planning and preparation will be required during term breaks.

WORKING RELATIONSHIPS

- The Catering Manager needs to oversee and work closely with the Cafeteria Coordinator, who will be appointed in 2019 and based in the current cafeteria, and all permanent and casual catering staff.
- This role also requires liaison with a wide range of stakeholders including external service providers, current students, parents, staff and the wider College community.
- In 2019, as an interim role, most evening and weekend work event work will be undertaken by a current member of the catering team

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Managing the catering team, staff rosters, inventory, deliveries and collections
- In consultation with the Cafeteria Coordinator, manage the College Cafeteria(s) including menu planning, providing daily specials, updating and sourcing new stock, cash handling and daily register reconciliation
- Working closely with event coordinators (e.g. the Community Coordinator and the Alumni Manager) to help manage events logistics, setup and menu planning
- Timely and efficient management in all aspects of catering for College events; including planning, staffing, preparation and clean-up
- Hands on work including cooking, packing, storing, cleaning and stacking shelves
- Creating smart solutions and maintaining an organised College Cafeteria(s) with up to date stock management
- Manage the catering account for all food ordering and associated products
- Financial management - planning, directing, monitoring, organising, and controlling monetary resources in all aspects of catering to ensure effective budgeting
- Weekly rostering of catering staff and sourcing additional casual staff as required for specific functions and events
- Dividing your time between the College Cafeteria and function coordination on a daily basis
- High level of knowledge of relevant food and safety compliance requirements
- Management and reconciliation of the Catering Events and Cafeteria budgets
- Efficient and effective follow up of matters brought to the attention of the appropriate people
- Professional approach to work and in dealings with staff and external suppliers
- Ability to prioritise work and to work autonomously
- Initiative in suggesting new systems and opportunities
- High quality verbal communication and interpersonal skills
- Production of required reports, summary account and documents as determined
- Ability to liaise with a range of stakeholders in the school environment including staff, students, parents and suppliers
- Excellent communication and interpersonal skills across all levels within the College, with external suppliers and with the public as appropriate
- Appraisal of catering staff in a timely manner
- To undertake all other relevant tasks as deemed appropriate that may be assigned to this position from time to time

QUALIFICATIONS AND SKILLS/COMPETENCIES

- A minimum of 5 years in the food and catering industry
- Food handling certificate
- RSA certificate
- General skills in MS Office
- Knowledge of nutrition, especially the dietary needs of students with allergies
- Strong time management skills and exceptional organisation ability
- Ability to work with and manage others effectively
- Value the contributions of others and work effectively as a member of a variety of teams
- Demonstrate flexibility in work practices

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Protection Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Protection and Safety Policy including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.