



HORSFORTH SCHOOL

Job Description

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| Job Title: | Director of Catering |
| School: | Horsforth School |
| Pay Band: | PO3 (£37,260 - £41,495) dependent on experience |
| Hours: | Permanent Full Time (37 hours) All year round. The role will require flexibility with some evening and weekend hospitality work required and holiday taken outside of term time. |
| Responsible for: | Executive Chef |
| Responsible to: | Director of Business and Finance |

Role:

The Director of Catering will lead the delivery of Horsforth School Catering. Their primary responsibility is to achieve success through the delivery of exceptional culinary standards and execution. This will include Chef management, mentoring of staff, food execution, development and training.

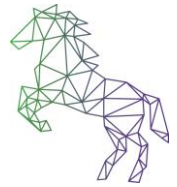
They will ensure the production of innovative dishes, delivery of the highest levels of food, food quality, customer service and satisfaction and drive volume and profitable growth. The role involves full control and responsibility for all aspects of the catering department. The role also involves a focus on healthy eating and sustainability.

Main Responsibilities

- To be a role model to colleagues in terms of professionalism, presentation and hard work and to ensure the highest standards of professionalism are exhibited at all times.
- To set out, communicate effectively, and deliver a vision of excellence for the team in terms of quality, innovation, value, service and trust for our customer base of over 1500 students and staff.
- To be responsible for the creation, implementation, and management of a Catering Development Plan to include all aspects driving volume, efficiency, and profitable growth.
- To build and engage with networks both within and beyond the school that support continuous improvement.
- Stay up to date with current food trends and bring innovation to Horsforth School where opportunities exist, including menu development, and seeking external recognition.
- To support other schools, working with their Business and Operations Managers, to make recommendations that enhance the catering provision to ensure quality menu options and excellent food standards with the aim to increase take up of school meals and catering income.



- Monitor levels of customer service and satisfaction
- Plan, cost and showcase new dishes and product innovation through cook offs and on the job training
- Seek opportunities to drive profitable sales growth including events.
- Use continuous improvement methodologies to deliver an efficient operation.
- Responsible for delivery of all elements of Profit and Loss.
- Ensure the management of cash and cashless systems and processes is in accordance with Policy.
- Responsible for delivery of all costs, including food wastage, staffing, and consumables costs.
- Ensure food and stock ordering is managed to achieve “Best Value” including approving food orders from selected food suppliers, whilst ensuring stock levels are managed appropriately.
- Follow the Schools Financial Policy in all aspects of procurement.
- To be responsible for all Health & Safety and Food Safety requirements within the work area, ensuring all are always adhered to, and achieving above minimum requirements in all audits both internal and external.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm.
- To effectively manage the team providing leadership, support, training and advice.
- To demonstrate craft skills to team members and encourage creative innovation and flair with food.
- Ensure timely and effective communication with the whole catering team exists through multiple channels.
- Ensure all aspects of staff management and life cycle events including appraisals and administration are actioned within timescales and as per policy.
- To meet regularly with the Director of Business and Finance to include weekly and monthly reporting and KPI review.
- To be willing to work flexibly in terms of working hours to meet the needs of the school.
- Healthy lifestyle and sustainability. Raising awareness and leading change.
- Understand the dietary needs of customers and coordinate with dieticians as appropriate to ensure this is reflected in the selection, preparation, and delivery of meals.
- To liaise effectively with all members of the school, external customers and the wider community as required.
- Provide support, advice, and guidance to other schools where opportunities exist.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.



Notes:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.



Person Specification: E Essential, D Desirable

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| 2 | Experience | |
| 2.1 | Experience of working at a high profile site or blue chip company | E |
| 2.2 | Experience of working with young people | D |
| 2.3 | Successful experience of raising standards | E |
| 2.4 | Successful experience of leading, motivating and managing others within a kitchen | E |
| 2.5 | Budget Management | E |
| 2.6 | Experience of working in a high volume, time pressured environment | D |
| 3 | Qualifications/Training | |
| 3.1 | Business records/basic bookkeeping | D |
| 3.2 | Food Safety | E |
| 3.3 | Recent leadership training. | D |
| 4 | Knowledge | |
| 4.1 | Thorough knowledge of all aspects of Food Safety | E |
| 4.2 | Awareness of Nutritional standards applying to schools and the importance of providing healthy food to young people | E |
| 4.3 | High degree of catering craft skills | E |
| 5 | Aptitudes/Skills | |
| 5.1 | A passion for work and knowledge of the food and beverage industry | E |
| 5.2 | Highly effective interpersonal skills | E |
| 5.3 | Customer focused and confident in communicating with young people | E |
| 5.4 | Demonstrate great attention to detail | E |
| 5.5 | Ability to lead and inspire colleagues | E |
| 5.6 | Honest and has integrity | E |
| 5.7 | Ability to maintain cheerfulness in the face of adversity | E |
| 5.8 | High Level management skills | E |
| 5.9 | Ability to form good working relationships & influence others | E |
| 5.11 | Capacity to evaluate and improve and a desire to make changes where appropriate | E |
| 5.12 | Competent in ICT including knowledge & application of Office Systems | E |
| 5.13 | High level numeracy skills | E |
| 5.14 | Ability to contribute to wider school life | E |
| 6 | Characteristics | |
| 6.1 | A true team player, proactive and always seeks to go above and beyond | E |
| 6.2 | Naturally outgoing and vibrant | E |
| 6.3 | Be innovative, creative and passionate about food | E |
| 6.4 | Good organisational skills and high levels of self-motivation | E |
| 6.5 | Energy, self-confidence, and the ability to 'give more' when the occasion demands it | E |
| 6.6 | Ability to work under pressure and to meet deadlines whilst maintaining a positive attitude and cheerful disposition | E |
| 6.7 | Good sense of humour & ability to maintain a sense of perspective in all working conditions | E |
| 6.8 | Flexible approach to working out-of-hours on occasion including evenings and occasional weekends | E |
| 6.9 | Record of good attendance and punctuality | E |
| 7 | Safeguarding and Promoting the Welfare of Students | |
| 7.1 | Has appropriate motivation to work with students | E |
| 7.2 | Ability to maintain appropriate relationships and personal boundaries with students | E |
| 7.3 | Has emotional resilience and versatility when working with students with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline | E |

