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**HUNTERHOUSE COLLEGE**

**APPOINTMENT OF CATERING MANAGER**

**INFORMATION ABOUT THE POST**

The Board of Governors of Hunterhouse College invites applications for the position of Catering Manager to commence in August 2019.

Responsible for the management of all Catering Staff

Reports to: Bursar

Hours: 37 hours per week term time plus three days after students leave for summer holidays and one week before teaching staff return.

Salary rate:NJC points 7 – 12 pro rata, currently £16,922 to £18, 683 (£10.16 to £11.22 per hour)

**QUALIFICATIONS AND EXPERIENCE**

**Essential Criteria**

Applicants must at the closing date:

1. hold a minimum of the level 2 Certificate in Food Safety (or equivalent or higher); and
2. **EITHER** hold a minimum of NVQ Level 3 Diploma in Professional Cookery (or equivalent or higher) **OR** hold a minimum of NVQ Level 2 Diploma in Professional Cookery (or equivalent or higher) **and** have a minimum of two years’ catering experience of preparing, cooking and serving meals in a school or a similar large-scale catering outlet producing at least 100 meals daily **OR** have a minimum of three years’ catering experience of preparing, cooking and serving meals in a school or a similar large-scale catering outlet serving at least 100 meals daily; and
3. have experience of the management of staff
4. have experience of all aspects of administration relating to the management of a large scale catering outlet
5. have experience of using Microsoft packages.

**Desirable Criteria**

It is desirable that applicants at the closing date:

1. hold a minimum of the Level 1 Award in Nutrition (or equivalent of higher): and/or
2. have experience of a Cashless System
3. hold a Level 3 Certificate in Food Safety
4. **JOB PURPOSE**

To be responsible for the efficient and effective delivery of a catering service.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within Redwood Restaurant.

1. **DUTIES AND RESPONSIBILITIES**
   1. **Service Delivery/Operational Issues**
      1. Skilled cooking activities connected with the full range of meals (for example preparation of menus, portion control, the provision of the special dietary meals and function catering where appropriate)
      2. Duties involving till operation:
2. The correct care and maintenance of the tills
3. Correct programming procedures and updating of prices
4. Correct daily operational procedures of the tills
5. Customer Care
6. Producing and maintaining records appropriate to the cashless system.
   * 1. Organisation and supervision of the food service to include all aspects, service points and transportation of meals.
     2. Operation and maintaining vending machines including;
7. Ordering as required
8. Ensuring they are filled daily
9. Reporting faults
   * 1. Actively promote the service through parents, staff and customers to increase the uptake of meals.
     2. To ensure that the kitchen and dining room meet current standards of food safety legislation.
     3. To ensure all catering practice complies with appropriate Health and Safety Legislation.
     4. To ensure that the canteen areas and dining hall are maintained to the required standard of cleaning.
     5. Responsible for securing the restaurant and key holding
     6. To ensure effective communication links within the school on all aspects of service delivery.
     7. To ensure effective communication at all levels through regular staff meetings.
   1. **Human Resources**
      1. Supervision and direction of other employees including allocation of duties and work rotas.
      2. To actively participate in the implementation of all policies relating to staff issues e.g. managing attendance, disciplinary and grievance.
      3. To participate in the recruitment and employment of staff, as and when required.
      4. Induction and on-going staff training.
      5. The delivery of recognised training programmes.
   2. **Financial**
      1. Clerical duties associated with the efficient running of the restaurant
      2. Responsible for the managing of all resources to include food, labour, overheads and equipment.
      3. Operate/oversee requisitioning procedures including the ordering, purchasing, receiving, checking, storage and distribution of food/resources
      4. Stock control of food and resources
      5. Responsible for the budget in Redwood restaurant – this involves close liaison with the Bursar to set budgets for the forthcoming year, the monitoring of Redwood Restaurant financial performance during the year, explanations of variances from budgets and the continual monitoring of the costing of food sales.
10. **GENERAL CONDITIONS**
    1. All duties must be carried out to comply with:
11. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements:
12. Codes of Practice
    1. All duties will be carried out in the working conditions normally inherent in the particular job.
    2. All necessary administration must be completed as required.
    3. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

**Probationary Service**

The first 26 weeks of service will be probationary, at the end of which, subject to a satisfactory report by your Line Manager, your appointment will be confirmed. If you do not maintain the required standard of performance, conduct or regular punctual attendance during the probationary period (or any period of extension agreed by your Line Manager), the College reserves the right to terminate your employment during, or at the end of, the probationary period.

**Please Note**

The Board of Governors reserves the right to enhance the essential criteria if necessary in order to facilitate a manageable shortlist.

The onus is on the applicant to provide sufficiently detailed information on their application form in order to fully demonstrate how they meet each of the specified criteria. The Shortlisting Panel is not able to make assumptions in the absence of essential information.

**APPLICATION PROCESS**

Applicants for this post are asked to complete an application form along with a short letter stating their wish to be considered for the post. A separate Curriculum Vitae will not be considered and must not be submitted with the application. No additional pages should be submitted with the application form.

The closing date for applications will be **12.00 noon on Friday 21st June**.

Applications should be sent to:

Mrs Rachel Kirk-Smith

Principal’s PA

Hunterhouse College

Upper Lisburn Road

Belfast BT10 0LE

Late applications will not be considered under any circumstances.

Canvassing of any kind will lead to disqualification.

Applicants who are invited for interview will be expected to meet their own travelling expenses.

Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Hunterhouse College is an equal Opportunities Employer and welcomes applications from all sections of the community. It reserves the right to interview only those candidates who appear, from the information available, to be the most suitable in terms of experience, qualifications and other requirements of the post. The successful applicant will be vetted for employment as set out by AccessNI as an Enhanced Disclosure. (See www.accessni.gov.uk)

**APPOINTMENT PROCESS**

A shortlist of applicants to be interviewed will be drawn up and it is anticipated that interviews will be held during the week beginning 24th June 2019.