



Vacancy

Catering Manager, Hagley High School DY8 2XL

A permanent position has arisen for a catering manager at Hagley High School DY8 2XL. Reporting to the Operations Manager, responsible for a small team.

The successful candidate will have excellent organisational skills, customer service skills and will work well in a team.

The successful candidate will need to pass an enhanced DBS check paid for by the company and be subject to Safer recruitment interview questions and Safeguarding training.

Hours of Work: 30 hours per week, Monday to Friday term time only

Rate of Pay: £12 - £13 per hour depending on experience

Interested applicants should apply by CV to paige.ward@ainp.co.uk or phone 07966559090

The successful candidates responsibilities will entail

- To organise and be assisted with the preparation and presentation of all meals service (participating as necessary) at the required time, being provided to the standard laid down in the Service Level Agreement and to the Client's, Customer's and AiP satisfaction.
- To present a smart and professional image at all times.
- To ensure that all food is prepared with due care and attention, particularly in regard to customers' special dietary requirements: for example, nut, dairy or wheat allergies. Food items to be presented to at least the minimum standards set out in the Style Guide
- To ensure that the Company's accountancy, documentation and administration procedures are carried out to the laid down standard and that the necessary weekly returns are completed accurately and sent to the appointed office on time. This may be electronically, paper-based, or both, as instructed.
- To control and monitor the financial performance of the unit and to maintain costs within pre-budgeted targets.
- To implement and maintain the Statutory and Company standards of food and personal hygiene, health and safety and take any action as is necessary.
- To take all necessary steps to ensure maximum security of the kitchen, store, office, safe and monies and any other areas under the companies control.
- To have special regard to the welfare of the establishment staff, and to organise regular and effective staff meetings such as team huddles.
- To have regular contact with the Account Manager and to produce any reports as necessary pertaining to current site activity or events.

