



## **Person Specification - Catering Manager**

### **Essential Qualifications & Experience**

- C&G 706/1-2, 707/1-2 or NVQ Level 3 or equivalent.
- Food Safety/Hygiene Certificate Level 3, or the ability to obtain this within 6 months.
- Experience of catering in primary or secondary functions (e.g., education, B&I, or high street).
- Experience of managing a team of more than four people.
- Proven experience of growing sales through delivering a quality service.

### **Essential Knowledge & Skills**

- Excellent craft skills and "scratch cooking" to create exciting and enjoyable food.
- Ability to control raw materials and portions to school standards.
- Ability to adapt traditional recipes and dishes to appeal to students.
- Effective time planning, kitchen delegation, and the ability to meet production deadlines.
- Basic IT skills, including the use of Word, Excel, and PowerPoint.
- Excellent people management skills to train and develop a team.
- Very good interpersonal and customer care skills.

### **Desirable Criteria**

- HND or similar qualification in catering management.
- Food Safety/Hygiene Certificate Level 4.
- High-standard craft experience, such as in hotels, restaurants, or high-margin food outlets.
- Experience of managing more than one location or site.
- Experience of introducing and growing a new service offer within an existing role.
- Marketing skills to develop all areas of the catering service (hospitality, evening functions, etc.).
- Ability to produce and deliver an annual marketing calendar with identified targets.

- Ability to communicate and empathise with parents and carers, and hold cookery sessions for students or parents.
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### **Special Requirements**

- **DBS Clearance:** This position is subject to a satisfactory enhanced DBS check.
- **References:** Appointment is subject to the receipt of satisfactory references.
- **Personal Standards:** Must maintain a well-groomed appearance and high standards of personal hygiene.