

Job Description – Catering Manager

Reports to:	Director of Finance and Administration
Line management responsibilities:	Head Chef and Deputy Catering Manager, Sous Chef, Catering Assistants and casual hours workers
Key relationships:	Student Welfare Officer, Academic Events Manager, Conferences & Facilities Manager and Disability Inclusion & Learning Support Manager
Location:	LST, Green Lane, Northwood, HA6 2UW

London School of Theology

London School of Theology (LST) has been providing academic evangelical theological education since 1943. It is committed to serving the Church globally and training Christian disciples who transform wider society through their life and witness. We are at an important moment in the life of the School, with a new 5 year strategic plan having just been rolled out with a bold vision: **Forming Disciples, Resourcing Churches, Impacting Society.**

Overview of the role

The Catering Manager is responsible for the management of catering services in the School throughout the year and the line management of the catering staff.

Key Tasks

The following key tasks are indicative of the role, rather than exhaustive, and tasks may be amended in response to changing requirements or in line with the skills and experience of the post-holder.

Service provision:

- Term-time full board (3 meals per day) for approximately 45 resident students. Weekday lunch for employees, guests and students including special diets.
- Full board service for conference guests mostly outside term-time.
- Provide catering service for all events (e.g. Graduation, Open Days, Laing Lecture dinner) and meetings.
- Meet and plan events with potential clients in conjunction with the Academic Events Manager, Conferences & Facilities Manager and Disability Inclusion & Learning Support Manager.
- Attend meetings as requested e.g. graduation planning, events committee, team meetings.
- Collate catering numbers from various sources.
- Plan catering services and investigate ideas for the development of the department and service.
- Prepare and cook meals with the catering team when required to ensure that meals are delivered on time.
- Liaise with student representatives regarding the provision of meals and catering service.

Finance, supplies and equipment:

- Manage the annual department's budget in conjunction with the Head of Finance.
- Review department budget on a quarterly basis.
- Check and authorise all department invoices and forward to the accounts department for payment.
- Stock-take at the end of financial year and forward details to the Head of Finance.
- Menu planning and stock control. Monitor portion control and work to minimise food wastage.
- Order and purchase all food stocks, chemicals, disposable items, kitchen equipment and uniforms.
- Source 'best deal' for the School.
- Monitor maintenance contracts and equipment servicing.
- Arrange for replacement of fixed catering equipment as required.

Legal aspects:

- Ensure Health and Safety instruction and Basic Food Hygiene Training is given to all persons working in the department and maintain up-to-date records of training undertaken.
- Maintain pest control services and maintain up-to-date records.
- Organise annual deep clean of kitchen, wash up and stores area.
- Ensure regular cleaning of filters and annual clean of extraction system as part of fire prevention program.
- Review the annual risk assessment and update as required.
- Ensure all areas of kitchen, wash-up, stores and dining hall are regularly cleaned on a weekly/monthly basis to appropriate level to meet environmental health (EH) requirements.
- Ensure records of daily checks, cleaning schedules, food temperatures etc. are kept and available to EH as required.
- Ensure health & safety regulations are strictly observed.

Personnel:

- Line management of catering team including conducting annual appraisals and authorisation of annual leave.
- Recruitment and training of all catering and conference staff; organise allocation of duties and staff rotas; monitor overtime and authorise timesheets.
- Supervise and monitor casual staff during term-time.
- Liaise with Academic Events Manager, Conferences & Facilities Manager and Disability Inclusion & Learning Support Manager regarding staffing and service provision.

Person Specification:

	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I)
Qualifications:		
Catering Management at Level 3 or equivalent	D	A / I
Experience, expertise and skills		
Experience working at managerial level catering for similar numbers	E	A / I
Line management experience in a small team	D	A / I
Experience in planning meal provision throughout the year catering for different events and numbers	D	A / I
Experience in managing a departmental budget	D	A / I
Knowledge of Environmental Health requirements	E	A / I
Knowledge of health & safety and food hygiene regulations	E	A / I
Personal attributes:		
Calm, professional and approachable manner	E	A / I
Able to lead a team and work well within the team	E	A / I
Good planning and organisational skills	E	A / I
Able to prioritise, adapt and work to deadlines and under pressure on occasion	E	A / I

Terms of Employment:

Salary: £29,800 - £33,000 per annum.

Hours: 1.0 FTE (35 hours per week). The usual working day is 9.00 am to 5.00 pm although some flexibility, evening and weekend working may be required on occasion.

Holidays: 24 days per annum plus public holidays for 1.0 FTE role and pro-rata accordingly.
LST is closed between Christmas and the New Year and this is given as additional leave.

Pension: Eligible to join the School's pension scheme (5% employer's contribution).

Notice: During the six month probationary period, one week's notice must be given in writing on either side.
After this period, one calendar month's notice must be given in writing on either side.

Additional benefits include life assurance, sick pay after qualifying period, free on site parking and discounted meals.

Date of appointment: It is intended that the postholder shall take up the post as soon as possible.

London School of Theology is a Christian college and as such it is a requirement of the Person Specification that the postholder must be in sympathy with the Christian ethos, aims and objectives of the School.

All successful candidates must have the right to work in the UK.

Application Process and Closing Date:

Applicants should send the following to the HR Manager (recruitment@lst.ac.uk) as pdf documents attached to an email:

- a. Covering letter of application stating why the role is of interest and how the requirements of the Person Specification are met
- b. Curriculum vitae
- c. List of three referees (these will not be taken up without the applicant's permission)

The HR Manager
London School of Theology
Green Lane, Northwood
Middlesex HA6 2UW

Email: recruitment@lst.ac.uk

Tel: [01923 456000](tel:01923456000)

Closing date for receipt of applications:

Candidates are encouraged to submit their applications as soon as possible as these will be assessed upon receipt and interviews will take place on a rolling basis. Initial interviews may take place by a video call with second stage interviews taking place at our site in Northwood.