



POSITION: Catering Manager

REPORTING LINE: The Principal delegated to the Business Development Manager

EMPLOYMENT STATUS: Full-time

PREAMBLE

The Catering Manager will be passionate about providing healthy meals and snacks for boarding and day students at the College and will be confident with a modern cooking style and a strong focus on standards to ensure exceptional quality and consistency of product.

The Catering Manager must have a strong understanding of managing food, costs, labour and ordering. This is a management role with hands-on cooking, menu planning, costing and management and the ability to instil a service mentality and a team culture with those in the department.

This role operates predominately from Monday to Friday from 11.15am to 7.15pm. There may be variations from time to time depending on need.

KEY CHALLENGES

The kitchen will open at 7.00 am and close at approximately 7.15 pm. Whilst not present for the duration of the opening hours, this role must be aware and manage staff operations during this time.

Maintaining a healthy menu whilst providing food that is varied and enticing to students from age 8 to 18, and to the staff at the College.

Sourcing suppliers that provide fresh quality produce at economical prices.

PRIMARY OBJECTIVE

- To provide meals for boarders Monday to Friday
- To provide self-serve snacks, fruit and supper for boarders 7 days per week
- To provide self-serve breakfast and lunch for boarders on Saturday and Sunday
- To provide recess and lunch for day and boarding students to be purchased/obtained through the canteen
- To run a harmonious, regulated and compliant kitchen
- To cater for special functions held at the College from time to time throughout the year

POSITION DESCRIPTION

Key Area of Responsibility	<ul style="list-style-type: none"> ○ Overall Kitchen management – overseeing catering staff and production of quality and nutritious food. ○ Ordering stock and stock takes and monitoring food costs ○ Monitoring and promoting kitchen hygiene and food safety practices.
Key Criteria	<ul style="list-style-type: none"> ○ Certificate III in Commercial Cookery or equivalent experience. ○ Experience in bulk cooking for functions, school canteens etc. ○ A passion for great food and customer service ○ Experience in managing and inspiring a team within the kitchen ○ Strong compliance and WHS awareness ○ Customer and employee engagement skills ○ Be well presented, able to follow instructions and self-motivated with excellent organisational and communication skills. ○ Be electronically proficient – Word, Excel, Outlook, WhatsApp, Email etc. ○ Very strong command of the English language – spoken and written.
Duties	<ul style="list-style-type: none"> ○ Purchase all supplies ○ Prepare and serve the evening meal for boarders ○ Oversee the menu for the catering department ○ Organise work schedules and disseminate to staff ○ Adhere to budgetary constraints ○ Be proactive in searching for ways to achieve greater efficiencies.
Workplace Health & Safety	<ul style="list-style-type: none"> ○ Be responsible and accountable for the Health and Safety of all persons under the direction of this role. ○ Comply with the College’s Child Protection Policy and other policies and expectations.

	<ul style="list-style-type: none"> ○ Implement relevant Workplace Health and Safety initiatives in this area of control. ○ Comply with The McDonald College's established policies and standards. ○ Ensure that personnel in this department comply at all times with The McDonald College Workplace Health and Safety rules. ○ Implement prompt action to control any observed or reported hazard and report the hazard to management.
Other	<ul style="list-style-type: none"> ○ Carry out other duties as requested by the Principal from time to time.

FREEDOM TO ACT

As this role is responsible for all aspects involved in the management and execution of the canteen and associated activities, it has the responsibility to manage the staff and suppliers with enthusiasm, commitment and care, operating within the WH & S and negotiated budgetary and College limits.

KEY RELATIONSHIPS AND INTERACTIONS:

Internal

- Principal
- Deputy Principal, Head of Secondary School
- Director of Junior School
- Head of After Hours
- Head of Boarding
- Business Development Manager
- Accountant
- Students

External

- Parents
- Suppliers

APPLICATION PROCESS

Enquiries prior to the closing date may be directed in confidence to Ms Tracy Donadel on 02 9752 0513.

Applications should be addressed to the Principal, Mrs Maxine Kohler, and emailed in one single document to tracy.donadel@mcdonald.nsw.edu.au

Applications for the position of Catering Manager must include the following information:

1. A letter of introduction indicating how your experience and expertise will enable you to deliver the requirements of the position.
2. A full resume including your current areas of responsibility, career summary, professional experience and any relevant leadership and/or managerial experience.
3. The names and contact details of two referees who may be approached to speak on your behalf. These should include individuals who can discuss your professional catering and management abilities. Referees will only be contacted for those applicants who are shortlisted for the position.

The successful applicant will need to provide a copy of their Working With Children Check number or be willing to obtain.

The recruitment process will include application documentation followed by an interview/s with members of the Executive Management Team. Applications which do not include a cover letter will be automatically rejected.

Closing date for applications is Friday 24 May 2019 at 4pm.