



Westcott House
JOB DESCRIPTION

This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

JOB TITLE:	Catering Manager
REPORTS TO:	Operations Manager
STAFF RESPONSIBLE FOR:	Assistant Chef, Catering Assistant
HOURS OF WORK:	37.5 hours per week
CONTRACT TYPE:	Permanent From 34 weeks (Term time) to 52 weeks (Full time) to be agreed with the successful candidate
SALARY:	£33,962.50 pro rata
BENEFITS:	Non-contributory pension scheme and death in service benefit Meals during term time Free parking (subject to availability) 33 days annual leave (incl. bank holidays) pro rata

MAIN PURPOSE OF THE JOB:

- To provide a well-run, excellent quality and cost-effective food service for students, staff and guests (customers) at Westcott House in term time and vacations, and to oversee a small team. You will be responsible for a hospitable service to a community that seeks to create the atmosphere of an extended family.
- Term time meals involve a basic breakfast, cooked lunch for 25-35+ covers, Monday – Friday, and cooked dinner for 10-15 covers, Monday – Wednesday and 40+ covers, on Thursdays. Numbers are expected to increase as the Church of England increases the numbers of people in training for ministry.
- During the vacations, willingness to be deployed flexibly either within the college or through secondment to other institutions.

KEY TASKS AND RESPONSIBILITIES:

- Responsible for the college catering function, operating within an agreed budget.
- To prepare food to a good home-cooking standard with flair and imagination using locally sourced, seasonal and sustainable food where possible and obtained at competitive prices. To attend to nutritional balance and particular dietary requirements.
- To understand and keep up to date on menu planning, cooking methods, and customer needs. To provide excellent quality and variety on all menus, while being particularly attentive to specific dietary requirements.

- Plan and cost menus to meet customer requirements Monday to Friday during term time and oversee occasional special term time functions.
- To provide additional catering as necessary such as, but not limited to, Open days and other events.
- Oversee a small team currently consisting of Assistant Chef and Catering Assistant. To provide good supervision, annual appraisals, performance management and developmental opportunities within budget. To be responsible for staff training, ensuring exacting standards are maintained and recommend training where necessary. To maintain an efficient, respectful and friendly atmosphere within the team and within the food operation as a whole, working to the highest standards.
- Keep up to date on relevant food, hygiene, health and safety and other relevant legislation and codes of practice. Ensure that the catering operation always complies with such standards, including the maintenance of all requisite records for inspection.
- Manage the delegated budget on a day-to-day basis. Maintain financial records, checking suppliers' invoices against delivery notes, and invoices against monthly statements. Provide accurate financial data for the college finance department.
- Plan rotas and agree with the Operations Manager. Ensure that the Operations Manager approves any time in lieu, and holidays for staff according to college guidelines, for yourself and all catering staff. Provide the Operations Manager and finance department with all necessary information and paperwork.
- Operate the meal booking system.
- Order stock from approved suppliers, maintain proper stock control, and monitor costs. To be aware of good practice purchasing and to regularly seek value for money.
- To provide teas and coffees and other occasional additional catering requirements of the College.
- Participate in weekly college operations meetings, and other meetings as required.
- To assist in the development and review of catering policies, practices and procedures.
- During holiday and sickness to carry out the tasks and responsibilities of the Assistant Chef or Catering Assistant.
- To undertake any other appropriate tasks as required by the Operations Manager or Principal.
- Participate in training as required, including relevant Church of England safeguarding training and training designed to minimise occupational risks.
- To act at all times in the best interests of the College.

<p>PERSON SPECIFICATION</p> <p>Catering Manager</p>
<p>Experience – type and depth of experience required to do the job:</p> <p>In your application, please include evidence of how you meet each of the essential criteria.</p> <p>Essential:</p> <ul style="list-style-type: none"> • Proven ability to manage a kitchen. • Demonstrable track record in managing and maintaining excellent standards in food safety and hygiene. • Demonstrable ability to source quality food and supplies cost effectively from ethical and responsible suppliers. To maintain excellent professional relationships with those suppliers. <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to train and develop junior staff.
<p>Special aptitudes required/personal disposition:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Demonstrable ability to establish and maintain a respectful, professional and inclusive culture in the kitchen, dining area and in interactions with all the college community. • Good communication, interpersonal and time management skills. • Have an understanding of the purpose and work of Westcott House and of the Church of England, and willingness to work to actively support that purpose and work. • Committed to the protection and safeguarding of all in the community.
<p>Conditions</p> <ul style="list-style-type: none"> • Your average working week is 37.5 hours which includes working a shift pattern that includes evenings. • You will be required to work at weekends from time to time. • You will be required to work public holidays during term time and other additional hours from time to time (when you will receive time off in lieu), when authorised and as necessitated by the college. • The Catering Manager will be contracted to work between 34 and 52 weeks per year dependent on circumstances and candidate. • Generous employer funded pension scheme. • 25 days paid holiday plus bank holidays. • Probationary period of 26 weeks.

July 2025