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| PART-TIME SENIOR CATERING MANAGER Salary: £5,250 p.a. plus over time for staff absence cover and catering for functions  |
| Job Description |
|  | To work the RDUTC Catering Manager to: * Gather customer requirements (for example, the number of diners, dietary requirements, event dates – staff training sessions etc)
* Plan food and beverage menus considering customers’ preferences and special requests
* Determine requirements in terms of ingredients and set portions
* Manage stock and place orders
* Report on expenses
* Oversee food preparation
* Oversee food service
* Provide catering for parents’ evenings, open events and functions
* Line manage the Catering Manager and Catering Assistants
* Schedule staff shifts
* Train serving staff and kitchen personnel
* Provide cover for staff absence
* Ensure compliance with food hygiene, health & safety and safeguarding regulations

***Line Managed by Business Manager*** |