



OPERATIONAL STAFF

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Deputy Catering Manager

Reporting To: Head of Catering

A. JOB DESCRIPTION

Job Purpose:

To deputise for and support the Head of Catering in ensuring the Catering Department is run to the highest professional standard, delivering a first class service to all customers; to plan and oversee the day to day running of all core catering activities and to oversee specific events as detailed

Core Duties:

- Assist the Head of Catering in all aspects of managing the Catering Department
- Ensure that stock and staffing are maintained in accordance with the needs of the department.
- Ensure that the department is well prepared for all core catering requirements and functions by liaising with all necessary departments in good time.
- Ensure all College functions are set up and delivered as requested in a timely manner
- Ensure accurate hospitality bookings are diarised and filed.
- Ensure duty managers and supervisors are aware of their shifts and comply with departmental procedures.
- Coordinate yearly mandatory staff training.
- Ensure timely response to communications.
- Act as Duty Manager during mealtimes as required.
- Ensure correct monitoring and recording of all Catering Department activities.
- Ensure correct order and delivery procedures are adhered to at all times.
- Manage the team, ensuring excellence in management and service provision.
- Oversee College events, and support functions organised by the Events Department as required
- In conjunction with the Head of Catering, carry out the payroll function of the department to ensure accurate and timely information is sent to the payroll administrator.
- Maintain the College Wine cellar and ensure a full stock take is carried out monthly.
- Planning functions in conjunction with College groups.
- Arranging staff for functions as required.
- Ensure correct billing of College and Event Department functions as directed by the Head of Catering.
- Liaise with the Executive Head Chef to ensure excellence in service provision.
- Ensure stocks are maintained and regularly audited and report any irregularities to the Head of Catering.
- Keep within the budget limitations set by the Head of Catering and ensure correct cash handling procedures are followed at all times.
- Be available for evening and weekend work as required.

- Report any problems with fixtures, fittings and equipment as appropriate.
- Implement and adhere to department HACCP / Food Safety / Health & Safety policy at all times.
- To carry out additional tasks as instructed by Head of Catering

Additional duties

- Attend meetings in absence of Head of Catering.
- Assist with yearly staff appraisals.
- Ensure the college disciplinary policy is implemented as appropriate
- Attend appropriate training courses as necessary and agreed with the Head of Catering

B. PERSON SPECIFICATION

Essential Qualifications and Experience

- At least 4 years working in a managerial role within a catering or event environment.
- A catering and hospitality background based in hotels, B&I or education sector.
- Food safety management systems.
- Full driving licence (manual)
- Working knowledge of Microsoft packages including Word, Excel and Outlook

Desirable Qualifications and Experience

- Intermediate Food Hygiene certificate

Essential Skills

- Excellent interpersonal skills
- Excellent written and oral communication skills
- Excellent customer service skills
- Excellent organisational skills and a proven ability to manage and supervise teams
- Ability to follow tasks through to completion

Essential Abilities

- Good time management
- The ability to prioritise effectively, managing a busy diary and varied workload to meet demands and deadlines – multi tasking.

Personal Qualities

- High personal integrity, honesty, good timekeeping, inter-personal skills, ability to work under pressure, whilst remaining patient and calm when dealing with clients and colleagues
- A flexible approach in terms of work, changes and participation.
- Good team player
- Ability to take initiative; a self-starter
- Willing to learn
- Clean, smart and presentable
- Good sense of humour, with patience and calmness under pressure

C. OUTLINE TERMS AND CONDITIONS

Salary Scale: £28,000 to £35,000 per annum, subject to experience.

Working Year/Hours: 37.5 hours per week, with an unpaid meal break of 30 minutes each day. Evening and weekend working as required, including Founder's Day which usually falls on the last Saturday in June or first Saturday in July.

Holiday Entitlement: 20 days per annum. Entitlement increases to 25 days on completion of 5 years' service.

Benefits: Membership of the Dulwich College Sports Club. Defined Contribution Pension Scheme. A free meal when on duty.

References: The appointment is subject to receipt of references satisfactory to the College.

Police Clearance: The appointment is subject to police clearance as required by law for the protection of children and to compliance with proof of identity and addresses over the last five years in accordance with the stipulations laid down by the Criminal Records Bureau.

Probation Period: 6 months, with an interim review after 3 months at which time the position will be reviewed. In case of illness during the probation period, statutory sick pay only will be applicable.

Period of Employment (if applicable): Full time, permanent.

Start Date: As soon as possible