

**Fettes College**

## **Catering Manager**



An opportunity has arisen for a proactive and motivated individual with outstanding experience of delivering a catering service in a busy 24/7 operation.

### **The Role**

Reporting to the Bursar, the Catering Manager is responsible for the day-to-day operation of Fettes College's catering services.

With a passion for food and service delivery the Catering Manager will need to work closely with the Executive Chef to ensure that good quality, fresh, nutritious and seasonal on trend food is served at all times from the College's kitchen. Continuous improvement and a requirement for innovative ideas are essential. Specifically, the requirements are for three meals per day throughout term time and during the Summer Language School 'term' and one meal per day for primarily operational

staff at other times, subject to the needs of the department to close for training, cleaning and holidays.

In addition, the College runs a very full calendar of hospitality events, ranging from parent and student match teas and society meetings to banquet style dinners and a host of other functions. The role of the Catering Manager in this context is to liaise closely with the Hospitality Operations Manager in the timely delivery of all food and beverages to these events.

It is the College's mission to support the students and staff in selecting food which is nutritious, healthy and varied and hence the Catering Manager will be expected to be friendly, compassionate and professional in all of their dealings with the students, their parents and the staff. It is the aim of the College to make the Dining Hall a welcoming 'home away from home' environment at all times for students, their families, staff and visitors and in this context the Catering Manager plays a vital role in managing the Front of House team and, through the Executive Chef, the Kitchen Brigade. The Catering Manager also plays a significant role in maintaining kitchen standards to comply with legislation.

The Catering Manager will be expected to be flexible in working hours and able to work additional hours as required for functions within the College. It is expected that there will be continual growth and change in current demands.

### Key Responsibilities

Day to day management of the Catering Department and staff in delivering a first class catering and service provision, compliance with the food safety policy and a varied and accessible food choice, including provision for those with special requirements.

The Catering Department currently comprises a kitchen brigade managed by an experienced Executive Chef and a Front of House team with an Assistant Manager and 3 Supervisors.

Assisting with the overall management of catering activities on the Campus, overseeing food preparation, developing the business to maximise the use of resources and focus on service and quality.

### Operational Delivery

- Ensure that high standards of
  - food hygiene and Health and Safety are maintained in accordance

- with policies and procedures and all current legislation; and
- service and a clean, safe and tidy working environment are maintained at all times
- ;
- Demonstrate a passion for food and an understanding of the nutritional needs of children and adolescents living away from home;
- Apply a sound knowledge of current on trend food and, in conjunction with the Executive Chef, be proactive in developing innovative, varied, nutritious and health-conscious menus, occasionally themed, for the students and staff within budget constraints;
- Ensure all food prepared by the Kitchen Brigade is fresh and to a high standard;
- Liaise with students and staff at Food Committee Meetings;
- Manage the special dietary needs of boarding students;
- Manage catering needs at key functions and events arranged by the College and its subsidiary Companies;
- Plan for, prepare, and as necessary package, 'late meals' as required;
- Cater for in-house and off-site requirements as required.

### Kitchen and Dining Hall Environments

- Ensure all catering and kitchen equipment is properly maintained and used only in accordance with the relevant operating manual and in line with the College's own operations guidelines and training manuals;
- Maintain and replace equipment, furniture and crockery/utensils as necessary and plan to do so in line with budget submissions;
- Ensure the catering and dining environments are kept clean and well presented at all times;
- Ensure the Dining Hall is a welcoming place for all visitors, particularly students, and that the catering staff are encouraged to engage with visitors in a positive and friendly manner.

### Purchasing

Work closely with the Executive Chef to:

- Develop and maintain good relationships with suppliers;
- Champion the use of locally sourced food products and be proactive in finding ways to reduce the carbon footprint of catering services;
- Meet and negotiate with suppliers to ensure best possible products at the best possible prices and check invoices to ensure pricing is satisfactory and correct;

- Follow up with suppliers when products do not meet the College's requirements;
- Oversee the timely counting and submissions of monthly stocktake;
- Oversee ordering, stock control, acceptance of stock and security of stock.

## Personnel

- Provide effective leadership, direction and support to the catering team, motivating, communicating and encouraging staff engagement at all levels;
- Effectively manage recruitment and selection activities, induction training and development, appraisals and succession planning;
- Proactively manage HR-related issues such as capability concerns, misconduct and absence issues;
- Plan and manage work shifts and staffing levels to ensure optimum efficiency in the deployment of staff to meet operational needs while controlling costs;
- Ensure compliance with administrative, HR and finance procedures and conditions of food policies and liquor licences are met at all times;
- Ensure acceptable minimum standards are maintained by Catering staff in the areas of:
  - Uniform and personal presentation;
  - Outstanding service delivery;
  - Personal and kitchen hygiene; and
  - Workplace safety.
- Liaise with Staff, Governors, Students and Parents and subsidiary company customers;
- Hold regular briefings with direct line reports to facilitate exchanges of information;
- Duty Management and cover for other Supervisory staff as necessary.

## Financial

- Prepare annual catering budgets for the Financial Controller, monitor monthly results and communicate any variances to the Financial Controller and Bursar;

## Compliance with legislation

- Ensure compliance with all appropriate legislation, including food safety and handling, storage of food and physical premises;
- Maintain and update knowledge of legislation which impacts on the preparation and delivery of food services.

## General

- Undertake any other duties as may reasonably be requested to suit the operational needs of the business.

## Person Specification

### Qualifications and Skills

- Considerable experience in a managerial role within a high volume catering or similar environment;
- Sound financial awareness;
- Strong awareness of and adherence to Food Hygiene and Health & Safety Regulations;
- Good all round knowledge of all areas within a catering department.
- Excellent organisational skills;
- Strong leadership qualities to embrace, engage and influence others in leading on new ideas and change and to deliver a first class catering and service provision;
- Ability to communicate effectively with customers, clients and staff;
- Ability to work well under pressure.

### Personal Qualities

- Passion for delivering great food and a first class catering service provision;
- Confidence to lead and engage teams;
- Positive, hands on, cheerful, can do attitude;
- Self-motivated and able to motivate others;
- Sense of own initiative;
- Ability to work effectively as part of a team with a flexible approach to the role;
- Strong, innovative and supportive leader.

The physical demands of this full time all year round role include the ability to be on your feet for the daily rostered hours and a high level of manual handling and physical dexterity. A capacity to work well under pressure in dealing with the requirements and demands of meeting service deadlines is required.



## Benefits

This is a permanent full-time role, working 37.5 hours per week, however, the nature of this role will require quite a degree of flexibility around weekend and evening working as required, including the attending of specific events, etc.

**Annual Salary:** Attractive salary, dependent on experience, available to the right candidate

**Staff Benefits:** In addition to being part of a great team you will be entitled to a range of benefits that include:

- 30 days holidays and 8 days public holidays, generally taken outside term time.
- Parking within the campus grounds. The campus is easily accessed by car and bus; there is a bus stop located outside the campus serving a number of routes across the city and to rail stations.
- Membership of Westwoods gym and health club which offers a range of excellent fitness and leisure facilities including a 25m swimming pool.
- Free lunchtime meals during term time, and at other

times when catering is provided, and you are on duty.

- Life insurance scheme.
- Excellent Employee Assistance Programme (EAP).
- You will be opted into the Fettes Trust Non-Teaching Staff Pension Scheme after 3 months service. This scheme is a money purchase one and full details of it and your options will be made available to you prior to your opt-in date. The Fettes Trust will contribute to the scheme and your contribution will be subject to the minimum overall combined employer and employee contribution limits set by the Pensions Regulator. Fettes operate a contribution matching scheme up to 10% of base salary.
- Access to discounted healthcare, additional life insurance, shopping discounts, etc through our benefits portal.

## Application Process

The closing date for applications for this role is **Wednesday, 17<sup>th</sup> April 2024**. Interviews will be held in the w/c 22<sup>nd</sup> April 2024. To apply please go to our website and follow the link for this vacancy: [www.fettes.com](http://www.fettes.com)

All applicants are asked to provide, as well as a CV, a covering letter setting out how you meet the person specification and what you feel you can bring to this role. Our Bursar, Peter Worlledge, is available to have an informal conversation with any potential candidate prior to applying. If this is of interest to you, please contact [recruitment@fettes.com](mailto:recruitment@fettes.com) to arrange a time to speak with Peter.

An offer of employment will be subject to two satisfactory references and a clean report being obtained from the Disclosure Scotland PVG Scheme in view of the contact you will have with children during your normal duties.

We are passionate about creating a diverse workforce and welcome applications from under-represented communities. We particularly encourage applications from Black, Asian, and Minority Ethnic (BAME) candidates. If you would like to have an informal chat about the inclusive culture at Fettes College, or have any questions about how this might work for you, please contact Sadia Hussain-Savuk (DEI Lead) at [s.hussain-savuk@fettes.com](mailto:s.hussain-savuk@fettes.com).

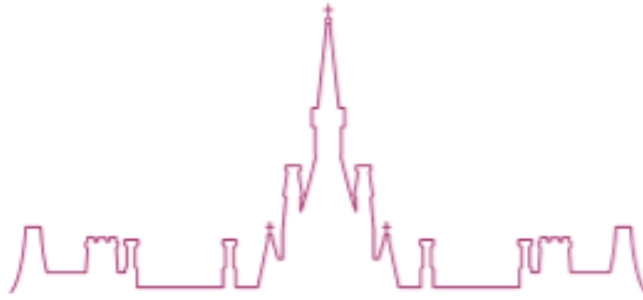


## About Fettes

The school stands on a magnificent site of approximately 100 acres, within walking distance of Edinburgh's city centre and is a leading HMC co-educational independent boarding and day school, with a Prep school for students starting at age 7. Known for its academic excellence, Fettes is unique in Scotland in following the English curriculum of GCSE examinations and the dual pathway of A Level and International Baccalaureate (IB). Fettes has a strong focus on pastoral care and all-round education, providing their students with '*A place to live. A place to learn. A place to grow*'. Founded by Sir William Fettes in 1870, it was originally a boy's school and started admitting girls in 1970. The main building was designed by one of Scotland's leading architects, David Bryce. We are a community of more than 1000 individuals, consisting of circa:

- 800 students (with c 600 in the senior school)
- 130 academic staff (with c 100 full time members of the Common Room in the senior school)
- 240 operational staff across a range of departments.





# Fettes Moving Forward

## Our vision

We have created and developed a bold vision for Fettes, one which focuses on what we believe Fettesians should aspire to be, the skills they will need in life, and the impact we want them to make in the world.

We have called this *Fettes Moving Forward: A place to live. A place to learn. A place to grow.*

*You can discover our vision – and how it shapes and informs our future – at [Fettes.com/vision](https://fettes.com/vision)*

