



**GORDONSTOUN**

Broader experiences, broader minds.

## **DEPUTY CATERING MANAGER**

**Reports to:** Catering Services Manager

**Job Purpose:** Gordonstoun School is renowned for its hospitality, providing a wide range of international and national dishes daily to the Gordonstoun students and staff. The food we prepare is nutritious food for adventure experiences, whether that is a trip to the Cairngorms or sailing a yacht to the Arctic. We are proud of the range of salads and fresh items that are prepared on site each day.

The Deputy Catering manager is responsible for overseeing the day-to-day operations of the refectory and leading the supervisors' team. This role ensures exceptional customer service, efficient workflow, and a welcoming environment for guests. As well as ensuring all areas are clean, organised, and well-maintained.

Guaranteeing compliance with health, safety, and hygiene standards, conducting regular performance evaluations, providing feedback, and coaching to staff, as well as fostering a positive work environment and encouraging teamwork and collaboration, will be part of the Deputy Catering Manager's responsibilities.

**Grade & Working Hours:** 3N, 37.5hrs per week average over a 2-week rota

### **Responsibilities of all members of staff:**

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time to support the school.

### **Major responsibilities**

1. Lead and manage the Supervisor team to ensure that the team delivers first class food service in a timely manner to pupils, staff, parents, and external guests, including:
  - a. Delivery of healthy, creative, and delicious food to pupils, staff, parents, and external guests on a day-to-day basis and for functions.
  - b. Maintaining a high standard of cleanliness and personal dress and appearance throughout the kitchen, ensuring that cleaning schedules are maintained and signed off on a weekly basis.
  - c. Ensure that all deliveries are checked and stored correctly and in a timely manner.

- d. Ensuring that all due diligence records are maintained, and all current legislation requirements and best industry practice are implemented, including daily production and weekly and monthly record checks.
  - e. Regularly checking equipment to ensure its safe working order.
  - f. Ensuring that all safety & security measures are in place at the beginning and end of the day.
  - g. Induction, training, one to one support and challenge of direct reports, appraisal and other performance management if required.
2. In the absence of the Catering manager to assume responsibility of the kitchen, this will require working on the weekends and may require some reactive cover over on duty weekends
  3. Liaise with the Catering Manager and Head Chef in placing all food orders, ensuring strict stock rotation, and ensuring that all food products are used in the correct manner.
  4. Planning for functions, in conjunction with the Catering Manager and Head Chef, ensuring that they are within budget and appropriate and to the nature of the event.
  5. To train staff who work in the kitchen to ensure that basic food preparation skills are in place.
  6. To ensure that all staff are using the correct chemical for cleaning, that they have been COSHH trained and that cleaning schedules are signed off daily.
  7. To develop new recipes and food ideas with the team. In conjunction with the Head chef work to develop new recipes and food ideas with the team.
  8. To lead on healthy eating initiatives
  9. To check the ingredient content utilised against recipe given on a spot check basis for each area of the kitchen.
  10. To carry out training tasks as directed by the Catering Manager.
  11. To ensure that all servery staff are well-briefed.
  12. To ensure that all allergen information knowledge within the team is up to date and acted on.
  13. To make maximum use of the Pelican Pi System
  14. To liase with the Director of Enterprise to maximise enterprising opportunities
  15. Carry out any other task as required from time to time to support the school.

**PERSON SPECIFICATION:**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
Education and qualifications	<ul style="list-style-type: none"> <li>• SVQ level2/3</li> <li>• REHIS Elementary food hygiene certificate</li> <li>• Driver</li> <li>• ECDL</li> </ul>	<ul style="list-style-type: none"> <li>• Intermediate/Advanced food hygiene</li> </ul>	Application form Sight of qualifications at interview
Knowledge	<ul style="list-style-type: none"> <li>• An understanding of HACCAP</li> <li>• A knowledge of food allergens and hazards</li> <li>• A knowledge of healthy eating</li> <li>• Knowledge of food nutrition</li> </ul>	<ul style="list-style-type: none"> <li>• IOSH</li> </ul>	Application form Interview
Skills and Experience	<ul style="list-style-type: none"> <li>• To be able to surpass the expectations of our customers (students, staff, and visitors)</li> <li>• Recognise opportunities for improvement in the level of service offered and act on them</li> <li>• Provide a professional standard of service</li> <li>• Previous supervisory experience in the catering industry</li> </ul>	<ul style="list-style-type: none"> <li>• To have worked in different sectors in the catering industry</li> <li>• Have fine dining experience</li> </ul>	Application form References Interview Task
Personal skills and qualities	<ul style="list-style-type: none"> <li>• A commitment to Gordonstoun's unique educational ethos</li> <li>• Flexible, with a can-do attitude</li> <li>• Someone who creates a positive and cooperative working environment</li> <li>• Willingness to undertake CPD</li> <li>• Ability to work under own initiative</li> <li>• Used to consistently producing high quality food daily</li> <li>• Ability to work within a large diverse team</li> <li>• Confident when in contact with students, staff, and visitors to the Refectory</li> <li>• A motivating, inspiring, fair, and thoughtful manager</li> </ul>		Application form References Interview Task
Child Protection	<ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• A full PVG check will be completed on the successful candidate</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children and young people</li> </ul>	References