



# Application Information

## Catering Manager

Full time, Permanent position

Commencing immediate start.

Thank you for your interest in the position of Catering Manager at St Colman's College.

We are pleased to provide details on the position, the responsibilities it entails and the criteria for selection in the Job Description and Person Specification within this pack.

We are also pleased to enclose Application Guidance for your information, and we encourage you to consider this before submitting your application.

Should you have any queries, please email [jmcgrath229@c2ken.net](mailto:jmcgrath229@c2ken.net) and mark *FAO Principal's Office – Recruitment*

# Application Guidance

The following Application Guidance should be considered before completing and submitting your Application for this position.

1. The application form should be completed in Font 11, Black, Arial or black ink.
2. The application form should be completed maintaining the original formatting.
3. Closing date for the receipt of completed applications by **1pm on Thursday 21<sup>st</sup> November 2024**
4. Completed applications should be marked FAO The Principal's Office - Recruitment, and sent to:  
Post: FAO Principal's Office - Recruitment, St Colman's College, Violet Hill, 46 Armagh Road, Newry, Co. Down BT35 6PP  
Email: [jmcgrath229@c2ken.net](mailto:jmcgrath229@c2ken.net)
5. Email applications should be sent in PDF format to the email in 4.
6. Late applications will not be considered.
7. CVs will not be accepted.
8. Additional pages must not be added.
9. You must demonstrate in the Application form how you meet the criteria detailed in the Person Specification for this role. Please note that criteria may be enhanced. The Board of Governors of St Colman's College reserves the right to enhance any or all the essential or desirable criteria, and/or apply any or all the desirable criteria to facilitate short listing; and/or not appoint to the post.
10. Applications will be considered from applicants with relevant formal qualifications considered by the selection panel to be of an equivalent or higher standard to those stated above. If putting forward an equivalent qualification, please detail the type of qualification and date awarded. The date awarded is the date on which you were notified of your result by the official awarding body. If you believe your qualification is equivalent to the one required, please ensure that you demonstrate to the panel why you feel it is equivalent, with details of modules/ subjects studied etc. so that a well-informed decision can be made.

# Aims, Objectives and Mission of our College

## Our Aims:

### **Bonitas: Kindness**

to encourage moral uprightness and good citizenship; to develop a rounded personality;

### **Disciplina: Self-Discipline**

to instil through the operation of the school's discipline, that self-discipline necessary for success both in school and in the world of work.

### **Scientia: Knowledge**

to encourage the highest academic achievement of which the individual is capable; to equip each student with a set of attitudes and ideals for the shaping of his life.

## Our Mission Statement

St. Colman's College is a Community which values all its members and is committed to ensuring that all our students are fully alive to, and fully empowered to realise their full potential.

## Aims:

- ◆ To create a climate wherein all students can flourish and fully develop all their God-given talents.
- ◆ To ensure that St. Colman's is a happy and fulfilling place to be.
- ◆ To instil in students a sense of responsibility for their own actions and achievements.
- ◆ To awaken in students a sense of their dignity and self-worth.
- ◆ To inculcate in student's respect for their dignity and rights of others.
- ◆ To create warm and positive relationships between students, staff and all members of the College community.
- ◆ To build an effective partnership between parents, students and staff.
- ◆ To bring our students to a full understanding of our Catholic Faith and to promote Christian values and attitudes in all members of the College Community.



## **SELECTION CRITERIA - CATERING MANAGER**

### **ST. COLMAN'S COLLEGE**

#### **Qualifications and Experience**

##### **Essential Criteria**

- A. NVQ level 2 in food preparation and cooking or City & Guilds 706-1 & 706-2 or equivalent or higher relevant qualification

OR

Two years' experience of food preparation and cooking within a large-scale catering establishment\*

- B. Evidence of effective supervision or management of a catering team
- C. Knowledge of Hazard Analysis Critical Control Point (HACCP)
- D. Knowledge of stock control and budget management
- E. Willingness to undertake job related training

*\*Large-scale catering establishment would exclude cafes, take-aways and bed and breakfasts.*

The following are **additional essential** criteria which will be measured during the interview/selection stage. We will look for evidence of:

#### **Skills/Abilities**

- Effective leadership and people management skills to successfully motivate, manage and develop a team.
- Excellent interpersonal and communication skills.
- Effective planning, organisational and decision-making skills and an ability to work under pressure to meet deadlines.
- Ability to promote and develop the catering service to our students.
- The use of initiative to develop sales.

### **Values Orientation**

- Evidence of how your experience and approach to work reflect the College's ethos and values.
- Evidence of a positive and proactive approach to your working environment.

### **Desirable Criteria**

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

### **Skills/Experience**

- Evidence in the practical use of Microsoft Word and Excel
- Experience of delivering training
- Previous experience managing a catering Unit
- First Aid qualification
- Strong attention to detail

The Selection Panel will shortlist candidates based on the information they provide in the application form. The Board of Governors reserves the right to enhance the selection criteria.

An application pack is available from the College's website [www.stcolmans.org.uk](http://www.stcolmans.org.uk) or by contacting the College Receptionist at [jmcgrath229@c2ken.net](mailto:jmcgrath229@c2ken.net)

Applications should be returned to the address above

marked

'FAO Principal's Office – Recruitment'

by the closing date of **Thursday 21<sup>st</sup> November at 1 pm.**



## **JOB DESCRIPTION – CATERING MANAGER**

### **ST. COLMAN'S COLLEGE**

#### **Job Purpose**

To be responsible for the efficient and effective delivery of a catering service. Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.

#### **Duties and Responsibilities**

1. Provision of food (including menu planning and portion control and the provision of special dietary meals and function catering where appropriate as well as food preparation and cooking).
2. Organisation and supervision of food service, to include all aspects of running a school catering service, ensuring menus and promotions are displayed effectively.
3. Actively promote the service through parents, staff, and pupils to increase the uptake of meals.
4. To ensure a quick throughput of customers ensuring that all services and till points are available and adequately staffed.
5. To ensure the catering staff provide a friendly and efficient service to all customers.
6. To ensure that the kitchen and dining centres, if applicable, meet current standards of food safety legislation.
7. To ensure all catering practice complies with appropriate Health and Safety Legislation.
8. Ensuring that general kitchen duties are carried out including washing-up, setting up and clearing away equipment and tables, cleaning of the kitchen, dining room surrounds and equipment and are left meticulously clean every day.
9. Responsible for the security of the kitchen and its surrounds.
10. Responsible for the Dining Hall/Kitchen equipment and furnishings are properly maintained and to notify the Bursar of any defects or damages.
11. Responsible for the timely ordering of provisions.
12. Operational control of service points.
13. The Catering Manager will be expected to provide a buffet service at specific College events, eg. Open Day, Prize-Giving ceremonies.
14. To ensure effective communication links with the school on all aspects of service delivery.
15. To ensure effective communication at all levels through regular staff meetings.
16. Ensure all fingerprints are taken for new pupils and staff at the beginning of the academic year.

17. Ensure the Cashless System is kept up to date in terms of menus, prices and customers.
18. Manage attendance and timekeeping while ensuring cover for colleagues on sick leave as and when required.
19. The Catering Manger reports directly to the Bursar and ultimately to the Principal.

### **Human Resources**

1. Supervision and direction of both full-time and part-time school meals staff including allocation of duties, work rotas and training.
2. To actively participate in the implementation of all policies relating to staff issues e.g. managing attendance, disciplinary and grievance.
3. Induction and on-going staff training.

### **Financial**

1. Clerical duties associated with the efficient running of the kitchen.
2. Responsible for the managing of all resources to include food, labour, overheads, and equipment.
3. Responsible for ensuring that the cashless system is operational and reconciles at the day end.
4. All time sheets for staff are signed off and returned to the Bursar at the end of each week.
5. Writing up the accounts for the Canteen each week:
  - (a) Orders on a daily basis are communicated through to the relevant supplier
  - (b) orders are checked and delivery notes signed off
  - (c) Stock control is completed and signed off monthly

### **Job Profile**

The successful candidate will be required to demonstrate:

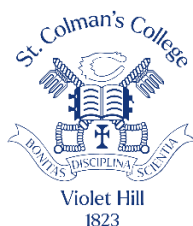
- a) Good interpersonal skills.
- b) Good organisational skills.
- c) The ability to lead and manage a team.
- d) The ability to control a budget; and
- e) A knowledge of and ability to comply with the relevant requirements.

### **General Conditions**

All duties must be carried out to comply with:

- a. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements
- b. Codes of Practice; and

The successful candidate will be expected to maintain accurate and up-to-date written records in pursuance of above.



## **TERMS OF APPOINTMENT -CATERING MANAGER**

### **ST. COLMAN'S COLLEGE**

#### **A SALARY**

The current salary for this post is NJC scale points 11-17 (£25,979-£28,770). Where you start on the scale is dependent on qualifications and experience

This position is term time only. A retainer fee is paid during school holidays.

#### **B PENSION**

You will be automatically enrolled in the NILGOSC Pension scheme. To find out more details go to [www.nilgosc.org.uk](http://www.nilgosc.org.uk)

#### **C HOURS**

Hours of work are 35 per week – Monday – Friday - (7.30am - 3pm) with 30 minutes unpaid lunch. This may need to be flexible.

#### **D TRAINING**

It is a condition of service that employees will accept any training or refresher courses to facilitate the undertaking of duties or to acquire new skills.

#### **E LEAVE**

23 days per annum pro rata plus 12 Bank Holidays.

#### **F PROBATION**

The period of probation for this post is 6 months from the date of appointment.