



Bloxxham School

JOB DESCRIPTION AND PERSON SPECIFICATION

ASSISTANT CATERING AND HOPITALITY MANAGER

Department:	Catering Department
Reports to:	Catering Manager
Responsible to:	Bursar
Line Management responsibility:	Yes

JOB DESCRIPTION

Summary of the Role:

Working with the Catering team to achieve operational goals and standards, to work in collaboration with the Catering Manager to deliver a high-quality service. Responsible for overseeing the smooth running of the Catering department in the absence of the Catering Manager or Senior Chefs.

Departmental Overview:

The Catering Department at Bloxxham School is dedicated to providing fresh cooked meals that nourish and energise both students and staff. Our purpose is to create a welcoming dining experience that supports the well-being and health of our school community. Emphasising quality and freshness, our team prepares a diverse and balanced menu that caters to various dietary needs and preferences. In addition to daily meals, the Catering Department also excels in providing exceptional service for special events, enhancing school functions with delicious, thoughtfully prepared food.

Main Duties and Responsibilities:

- Work with the catering manager in the cohesive provision of catering and hospitality services for the School.
- Joint responsibility for the management of staff within the catering department and any of the function rooms.
- To represent the catering manager when necessary and to attend meetings in their absence.
- To implement random Hygiene, Health and Safety spot checks in all areas of the catering department and to report to the catering manager any action that may be required.

- To ensure that all working practices conform to the standards set by the catering manager and adhere to legislation.
- To process invoice data and complete related paperwork.
- To complete the costing comparison and update supplier's sheets.
- To assist with the maintenance of all staff records including training, annual leave and sickness.
- To be involved with the selection, induction and initial training of new staff.
- To oversee functions held either in the evening or weekend as required, and to secure the department and occasionally the building.
- To complete function costings for the catering manager as required.
- To assist with stock taking for both food and liquor.
- To be on duty / on call when necessary should any problems arise within the department and to deal with as necessary in the catering managers absence.
- To supervise and assist the general assistants in the daily work routine.
- Supervising a team to ensure the successful delivery of internal and external events.
- Liaising with clients and maintaining excellent relationships.
- Identifying and developing opportunities for improvements in customer/client satisfaction and revenue.
- Ensuring product knowledge is up to date and be aware of market trends.

Other Duties and Responsibilities:

- Adherence to the General Data Protection Regulations.
- Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.
- Adhere to and ensure compliance with the School's Child Protection Policy at all times.
- Report any concerns to the School's Designated Safeguarding Lead.
- Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.
- Undertake such other comparable duties as reasonably required from time to time.

CHILD PROTECTION

Safeguarding and the promotion of our students' welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Bloxham School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

CONFIDENTIALITY AND DATA PROTECTION

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Bloxham School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

CYBERSECURITY

All employees are required to uphold the school's commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online behaviours, ensure the protection of sensitive information, and actively contribute to the prevention of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school's information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to degree level or equivalent	<ul style="list-style-type: none">• A professional hospitality management qualification• Qualified to the minimum of intermediate Food Hygiene Certificate
Knowledge and Experience	<ul style="list-style-type: none">• Proven experience as a Hospitality and Functions Manager• Hands on experience in customer service• Solid understanding of hospitality procedures and best practices• Knowledge of HACCP and COSHH and Food Legislation.	
Skills and Abilities	<ul style="list-style-type: none">• Outstanding communications (verbal and written) and interpersonal skills	

	<ul style="list-style-type: none">• Ability to work on own initiative• IT literate and confident using Microsoft Word, Excel and Outlook	
Personal Qualities, Attitude and Behaviours	<ul style="list-style-type: none">• Problem solving aptitude• Well organised and thorough in approach to work• Enthusiastic with a flexible approach to work as part of a team in a busy and demanding environment	