



DOVER COLLEGE



Catering Manager
August 2021

Candidate Information Pack



DOVER
COLLEGE

Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on.

Dover College is 150 years old in 2021 and has educated over five and a half thousand young men and women in that time. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

Small is beautiful! The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individual success.

We are academically ambitious. We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

We think differently. Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

We offer an all-round education. We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

We are international and local. We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.



Simon Fisher
Head



Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





CATERING MANAGER

Dover College is a highly successful co-educational, boarding and day school of circa 300 pupils.

An exciting opportunity has arisen for an experienced Catering Manager to join our team. Following an extended period of investment in the main kitchen, we are looking for the right candidate to further enhance the in-house catering provision at the College.

The successful applicant will have an outstanding approach to customer service, placing the needs of our pupils, staff and guests at the forefront of all they do. They will be an excellent manager and team player and will have impeccably high standards and an exceptional level of culinary expertise.

The successful applicant will have experience of operating at a senior level within a high quality organisation in the education or hospitality sector, or equivalent. This is a full time role, 40 hours per week, with 26 days of holiday entitlement, plus bank holidays. A range of other employee benefits are included. Salary dependent on experience but in the range of £28k - £32k p/a.

An application form can be downloaded from our website. Completed application forms should be accompanied by a covering letter and CV, and sent to hr@dovercollege.org.uk.

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and an enhanced DBS check will be conducted on the successful applicant.

Closing date for applications: Monday 11th June 2021*

*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications. Therefore, we encourage interested applicants to submit an application as soon as possible.



PREPARED: SF/SG	REF: CATERING MANAGER
APPROVED: SF	REVISION: A DATE: May 2021

JOB PROFILE

REPORTING TO: Bursar	PURPOSE OF JOB: To lead on the provision of whole school catering services; to develop and manage the catering operations of the College, delivering the highest standard of customer service, within budgetary requirements.
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KEY RESPONSIBILITIES

The list of duties below should not be regarded as exclusive or exhaustive; you may be required to undertake various other duties as may be reasonably required.

STRATEGIC

- To develop and deliver a strategic plan for the future of Catering at the College;
- To provide advice and guidance on the development of improved products and services, and the refurbishment of the servery area;
- To ensure all pupils have a memorable catering experience at the College, through successful implementation of the strategic plan;
- To prepare and submit budgets and other required reports to the Bursar routinely and on demand;
- To implement, monitor and revise departmental policies on an ongoing basis;
- To design, resource and implement continued professional development plans and training for the Catering Team;
- To implement quality management plans, regulatory compliance strategies and risk management procedures
- To lead and/or actively participate in regular meetings to review quality standards and improvements with the aim of maximising pupil, staff and guest satisfaction

OPERATIONAL

- Ensure the seamless provision of high quality, nutritious food, serving up to 500 meals per day (breakfast, lunch, supper) ensuring pupil, staff and guest satisfaction;
- To manage all aspects of production and presentation of service, having regard for delivering high standards of health & safety;
- To oversee food purchasing procedures, including complete regular supplier quality audits;
- Negotiating with suppliers to ensure best value for money is achieved for the school;

KEY RESPONSIBILITIES (CONTINUED)

OPERATIONAL (CONTINUED)

- Proactively manage catering requirements for College events and meetings, as well as for lettings, planning resources accordingly and ensuring a consistently exceptional standard;
- Oversee all front-of-house activity, including at events, meetings and lettings;
- Assist with preparation and service of food as necessary;
- Provide healthy and popular morning break options, ensuring high quality and nutritious provision within the College Tuck Shop;
- Attend and contribute to pupil Food Council meetings and liaising with the Deputy Head and Bursar to follow up on decisions made;
- Ensure the conditions are created that allow an effective feedback loop with pupils, staff and the Catering Team to ensure the highest standards are maintained;
- Effective production of, and contribution to, marketing material, including menus and events fliers; working closely with the Marketing Department.

REGULATORY COMPLIANCE

- Ensure that the department complies with, or exceeds, all current Food Hygiene, Health & Safety legislation; to attend and actively contribute to the School Health & Safety Committee;
- Ensure effective allergen control and HACCP adherence;
- Ensure risk assessments are prepared and reviewed at least annually. Ensuring that actions identified by such assessments are carried out in a timely manner;
- Providing information to individuals with food allergies;
- Liaising with parents of pupils with special dietary requirements or needs, working closely with the College Pastoral Team;
- Keep abreast of legislation and regulatory developments so as to ensure that the College remains compliant.

BUDGET AND LINE MANAGEMENT

- To prepare the annual catering and related budgets in liaison with the Bursar;
- To produce monthly analysis of accounts, monitoring costs and spend;
- To implement, maintain and revise all necessary records, systems and procedures to ensure the security and control of assets, resources and stock;
- To effectively manage the Catering Team rotas ensuring adequate resource management for the highest level of operational service;
- To identify and effectively manage appropriate staffing levels, training needs and performance within the Catering Team.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • A passion for quality service and food; • An appropriate qualification: Hospitality & Catering Qualification NVQ3 or C&G 706 1&2; • Supervising Food Safety Level 3; • Proven successful budgetary and personnel management responsibility; • Experience of compliance with relevant legislation and regulations; • Proficient IT skills, in particular spreadsheets; • Excellent record keeping and administrative skills; • Experience of menu design and food innovation; • The ability to communicate in a professional manner easily and effectively at all levels; • The ability to provide leadership and motivation; • Flexibility, being prepared to turn their hand to whatever is reasonably expected within the requirements of the position – prepared to be hands on when required; • Flexibility and a willingness to work unsociable hours when required; • Resilience under pressure, especially as requirements can sometimes change at short notice; • A cheerful, willing, supportive and contributory team player; • The capability to work without supervision with energy and enthusiasm, commitment and stamina; • The ability to demonstrate sound judgement and discretion and be calm in a crisis; • A sympathetic attitude towards the ethos of a busy boarding and day school; • A willingness to listen to and act upon feedback. 	<ul style="list-style-type: none"> • Hospitality & Catering Qualification HND or higher; • IOSSH Health & Safety Foundation; • A relevant and up-to-date first aid qualification; • Knowledge of school catering; • Knowledge of boarding school settings; • Experience of EHO inspections; • Experience of allergen management and control; • Experience of nutrition and wellbeing; • Experience of food service refurbishments and design & planning projects.

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