



Position Description

Catering Manager

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

Our Mission

Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

Our Aspiration

By 2022, our school aims to be an outstanding* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(*Outstanding - as defined by the National School Improvement Tool)

Our Values

- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion and sensitivity to the needs of others.

Location

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THE ROLE	
Position Title:	Catering Manager
Incumbent:	
Department:	Catering
Reports to:	Chief Financial Officer
Classification:	
Hours:	Fixed-term, Full-time, Term-time

Your Opportunity

Statement of role: The Catering Manager is responsible for the profitable management and operation of the School's food services according to the policies and procedures of Ipswich Girls' Grammar School. The Catering manager will support the development of strong relationships in the school community with the students, parents and volunteers, teachers, and other school personnel.

As the Catering Manager, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School in the school and wider communities
- Attend staff development and training programs when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system and comply with the School's Staff Code of Conduct.

Typical Duties/Skills

- Oversight and management of the staff and functions of the Catering department
- Management of food services for Boarding Students, Canteen, School Functions, EEC, Study Groups and Vacation Groups
- Maintain effective communication with all members of staff, students, volunteer helpers, suppliers, and other groups including the P&F, Old Girls Association and Sports Supporters
- Develop, streamline, and support operational and catering efficiencies and work within a budget to ensure sufficient supply of products with minimum waste and cost
- Compliance with Health Department regulations and Workplace Health and Safety requirements
- Ensure all relevant deadlines and targets are met

Your Role

Catering Services

- Design and implement a modern, nutritious, and innovative menu for the School canteen which provides a service to boarders, day students and staff
- Management of end-to-end online Flexischool orders for day students and staff
- Understand, schedule, and manage all School functions and activities associated with Event Requisition & Planning Forms and requests from Executive
- Develop and manage the budget for Canteen Services expenditure (including Cribb House, Canteen, EEC, School Functions, Study Tours, and other groups) and monitor costs throughout the year
- Promote and communicate with parents to generate a yearly volunteer parent roster to support the Canteen services
- Attending QAST meetings and seminars to support personal development; network with other Canteen managers; collect information regarding canteen services provided by other schools and developing trends in canteen services

- Developing policies and procedures relevant to the provision of superior Catering Services to the School community
- Communicating effectively with all staff, students, and parents

Boarding House Services

- Design and implement a modern, nutritious, and innovative international menu to cater to the diverse needs of the Boarding House students
- Ensure the provision of all meals to Boarding House students which fall in step with the agreed menu and cater to the needs of the students (i.e., meal sizes, etc)
- Understand, schedule and manage Cribb House Special Events for boarders outside of the weekly routine of the House (i.e., Theme dinners, School Socials, etc)
- Communicate effectively with Head of Boarding, Assistant Head of Boarding and Boarding House supervisors to support the routines of the House
- Develop and manage the budget for Boarding House catering expenditure and monitor costs throughout the year
- Ensure the catering requirements for external groups using the Boarding House during vacation periods is planned for and personnel and catering requirements are met, providing quotations as required or requested

Leadership and Team

- Develop and manage the Catering Services team and volunteers to ensure the delivery of all catering services within the School
- Prepare and distribute roster for staff at beginning of each term and maintain adequate staffing to support canteen requirements, functions and Board of Trustee meetings and sub-committee meetings
- Recruit, select, onboarding and train all new staff and volunteers
- Constantly reviewing current processes and procedures with a view to developing and implementing new initiatives
- Identify and recommend training and professional development needs of Catering Services staff as required to achieve department goals

Client and Vendors

- Build and manage appropriate relationships with internal and external clients and vendors to ensure the best possible outcomes for the School
- Assist in building appropriate and advantageous relationships with vendors to ensure contracts and products yield the best possible outcomes for the School
- Identify and recommend the selective sourcing of resources available, both internally and from external business partners, to achieve the School's catering goals
- Liaise with all clients to understand their catering needs and expectations

Any other duties and special projects as may be reasonably requested by management.

Occupational Health and Safety

All staff members employed at the School will be required to:

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner - safe for the individual, co-worker, and students
- Always ensure that you work in compliance with all laws, acts, regulations and policies outlined in all policies, manuals and handbooks, as updated from time to time
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner
- When required or directed by the School, participate in any health and safety training

Competency Required

- Demonstrated experience and competency in the effective management of a Catering Service (including staff) within a School or similar environment
- Proven ability to plan and provide sound nutrition practices and menu planning for day and boarding students as well as School functions
- Experience in food and beverage related customer service
- Knowledge of and experience of food handling and hygiene policies and practices
- Knowledge of and experience with the safe operation of various items of equipment required for the effective functioning of a Canteen and Catering Service
- Willingness and ability to engage in ongoing professional development of self and team

Personal Attributes

Ability to:

- Ability to maintain confidentiality and professional rapport with staff and the school community
- Maintain professional appearance and be proactive in the support of the Catering department and the School
- Possess cultural and political awareness and sensitivity, with the ability to communicate at all levels of the School
- Maintain high standards of conduct with a demonstrated positive work ethic
- Being agile and flexible to provide solutions to any last-minute changes, urgent matters and issues

Formal Qualifications

- Qualifications and or appropriate experience in food handling / food hygiene standards and the ability to manage issues relating to food intolerances is advantageous.
- First Aid and CPR Qualifications being highly regarded.

Selection Criteria

Within the context of the duties described above, the ideal applicant will be someone who has:

1. Demonstrated experience and knowledge working in a similar role with the knowledge of, or ability to learn, the procedures and practices of a School environment.
2. Demonstrated experience managing a team of Catering professionals within a School or similar environment.
3. Ability to plan and provide a wide range of hot and cold food items and beverages in an environment that supports safe food hygiene practices and adheres to Workplace Health and Safety regulations.
4. High level oral and written communication skills including the ability to communicate at all levels, both internally and externally.
5. Demonstrated ability to work under minimal supervision, prioritise tasks and work under pressure.
6. Ability to balance conflicting priorities and to work to deadlines.

Blue Card

Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work. **You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website www.qld.gov.au/bluecard.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other work tasks, not specifically stated, that match with the skills required for the role. The Executive may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the School.

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee

Name Signature Date

**Director of
People & Culture**

Name Signature Date