



Ascham School



Head of Catering Position Description

Head of Catering

Department: Catering

Reports to: Deputy Head of School

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school for students in years P-12, within a warm, welcoming and collaborative environment. We value employees who demonstrate a positive and proactive approach to their work, have a willingness to participate in the life of the school; and are vibrant, dedicated, professional and capable.

Job Description

This position has primary responsibility for ensuring the catering department produces high quality and healthy food in a timely manner for boarders, students, staff and functions. Similarly, the position ensures the department runs effectively, efficiently and within the agreed budget to meet the needs of the school.

Core Job Role Accountabilities

General Responsibilities

- Deliver an effective and efficient catering service for all school stakeholders including menu planning, budgetary control and stock management.
- Develop and innovate the provision of catering to deliver nutritious, well-balanced, healthy and high-quality meals that meet industry best practice.
- Create meals and menus that are balanced, nutritious and appealing to the audience.
- Manage retail catering operations to maximise profitability, minimise wastage and ensure superior service and product quality are maintained to School standards.
- Manage boarder catering to minimise expenditure, minimise wastage and ensure superior service and product quality are maintained to School standards.
- Ensure the School meets all requirements under the Food Standards Australia New Zealand Act 1991 and the NSW Food Act 2003.
- Liaise with key stakeholders.
- Provide constructive supervision and leadership to staff working in the catering team.
- Motivate, coach, train and provide feedback to direct reports to ensure they understand and meet their role requirements and add value to the school.
- Maximise team performance to deliver excellent customer service to all students, staff and visitors.
- Make professional judgements to solve complex problems without clear methods or procedures.
- Ensure compliance with the School's Code of Conduct, internal policies and procedures, and health and safety laws and regulations.

Strategy Direction and Development

- Proactively consult with stakeholders to develop and implement the strategic direction required for successful catering service provision.
- Constantly monitor, review and evaluate the catering provision to the school and its stakeholders by establishing best practice benchmarks and targets.
- Plan, control and direct the production and service of all food and beverages including cyclical menus, and catering for all dietary requirements.

Operational Management

- Negotiate best value contracts with suppliers to ensure cost effectiveness without compromising on quality standards.
- Approve and engage suppliers only if they meet with Ascham's compliance and financial terms.
- Assume accountability for health inspections undertaken by the Food Safety authorities and external verifiers ensuring the catering facilities meet the necessary health, hygiene and food safety requirements.
- Ensure the safety of all involved in the school's catering facilities, undertaking Work, Health & Safety and Food Safety Risk Assessments as appropriate.
- Identify, implement and maintain appropriate kitchen management systems and software to improve management, reporting and financial controls.

Leadership

- Ensure all Catering department staff are supervised, rostered and deployed efficiently.
- Oversee the daily preparation, production, cooking, presentation, service arrangements and food handling-practices to ensure the school meets high levels of food safety and hygiene standards.
- Promote teamwork; and motivate, coach, lead and inspire the catering team.
- Conduct regular catering team meetings and staff performance conversations and reviews.

Financial Performance

- Prepare an annual budget for the department and deliver services within that agreed budget.
- Efficiently control the security of all monies.
- Ensure that food stock levels are maintained, and supplier orders are placed with approved suppliers.
- Ensure food delivery, storage, labelling and traceability.
- Complete month end financial reporting including an accurate monthly physical stock take of all food and beverages (liquor) within each of the catering facilities.

Customer and Stakeholder Focus

- Actively engage with stakeholders and ensure a high level of customer service is provided to students, staff, visitors and colleagues, that is courteous, helpful, friendly, efficient and meets their needs.
- Actively seek feedback from customers and take timely action on both positive and negative feedback.

Compliance

- Follow and ensure all employees work in accordance and compliance with the School's Code of Conduct, Workplace Health & Hygiene policy, Food Safety policy, and all other internal policies, procedures, relevant legislation, guidelines and regulations.
- Ensure Kitchen Management System and relevant documentation is completed and reviewed as required.
- Ensure staff follow safe operating procedures with equipment, and that work activities are conducted in a risk-free manner.
- Arrange regular statutory training sessions including workplace health and safety, food safety and fire training for all catering staff.
- Report and investigate all near misses, accidents and reportable incidents.

Mandatory Requirements

- Diploma in Hospitality and / or relevant trade qualifications.
- At least 5 years' experience as a Head Chef, Chef Manager or Catering Manager in a similar environment,
- Experience with the Hazard Analysis Critical Control Point (HACCP) food safety management system.,
- In-depth understanding of sustainability practices, environmental regulations, and green technologies, and preferably in an educational setting.
- Strong commercial acumen, budgeting experience and proficiency in data analysis and reporting.
- Experience in leading and managing people using a collaborative style to maintain a strong team.
- Ability to recruit, performance manage and roster team members for work.
- Strong project management, communication, and organisational skills.
- Exceptional interpersonal skills and ability to work collaboratively with diverse groups.
- Commitment to positive and professional stakeholder communications.
- Demonstrated experience with technology including kitchen and point of sale software, and Microsoft programs such as Outlook, Word and Excel.
- A valid Working with Children Check.

I the undersigned have read and understood the above Position Description

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	