

Ludlow Junior School

Person Specification

Catering Manager

Essential Criteria	Desirable Criteria
Proven experience of catering in a commercial or school environment	Customer Service training
High level of interpersonal and communication skills – able to listen, analyse and prioritise	Experience in a hospitality management setting
A keen eye to inform quality assurance and in house monitoring of service	Qualifications in business or management studies
Ability to provide reports and analyse outcomes with a view to creating an action plan	Qualifications in culinary management
Budget Management skills	Relevant experience
Knowledge of risk assessments and health and safety procedures	Strong business sense
Ability to make decisions within overall policy guidelines and react quickly to ensure provision is uninterrupted	Experience of housekeeping/front of house roles
Knowledge of Catering related regulated bodies and compliancy in food standards	Holds cleaning and hygiene certificates
Ability to manage and motivate a team of staff, ensuring all are trained and equipped to fulfil their role	Experience of stock management and efficient implementation of rotation
Experience of positive team leadership	Experience of recruitment and induction
Strong personal organisational skills and the ability to multi-task	
A strong commitment to safeguarding, and suitable to work with children	

Ability to observe and implement good personal hygiene and always follow the Food Hygiene Policy	
Sympathy with the school aims	
Ability to apply initiative and remain adaptable and flexible	
Sense of humour	
Ability to develop an attractive menu for junior aged pupils that include introducing healthy ingredients and new choices that complement the curriculum	