



Job Description

Job Title: Catering Assistant Manager	
Reports to: Catering Manager	
Reportees: Customer Service Assistants	
Location: Bradfield College / St Andrew's	Department: Catering
Main Duties: To supervise and lead a team of Customer Service Assistants in the Catering team, delivering breakfast, lunch and dinner provisions, ensuring the smooth running of the day to day catering operations whilst complying with relevant food safety and health and safety requirements both at Bradfield College and St Andrew's Berkshire. Ensuring that front of house areas are clean, tidy and always operate efficiently and to a high standard. Receiving of stock, then storing and checking for quality and quantity; ensuring that all stock is dated and rotated. Operating machinery as shown and trained to do so, ensuring that the equipment is used safely and in accordance with current regulations and company policies.	
Financial Management: <ul style="list-style-type: none">• Identifies ways to reduce business costs or improve business efficiency.• Monitors project delivery against financial and other metrics.• Authorise supplies required for their area in line with department budgets.	
Training and Development: <ul style="list-style-type: none">• Identifies opportunities for continuing professional development to ensure skills and knowledge are up to date.• Undertakes mandatory training required for the role, e.g. Safeguarding Children, Health & Safety, Food Hygiene.• Attends and contributes to team meetings and training sessions.	
Relationship Management: <ul style="list-style-type: none">• Establishes and maintains effective professional relationships with colleagues, suppliers, professional network.• Supports and enables own and colleagues' performance management.• Able to demonstrate professional behaviours and college values.• Ability to work as part of a team and independently.• Supports in the recruitment of colleagues.• Assist other members of staff to achieve departmental goals.• Reports health and safety issues to line manager, including all accidents and near misses.• Monitor team's performance and attendance.• Meets with members of their team to set targets, and conduct regular reviews to ensure standards are maintained and address areas of concern.• Implement audit and checking systems ensuring productivity levels are met.	

General:

- Ability to organise own workload to meet targets and deadlines.
- Ability to communicate effectively, both verbally and written to a wide range of audiences at all levels.
- Flexibility to travel between sites (Bradfield and St Andrews) if required.
- Demonstrates high levels of accuracy and attention to detail skills.
- Ability to work effectively under pressure and adapt to changing priorities.
- Ability to work on multiple tasks simultaneously.
- Demonstrates strong problem-solving skills.
- Ability to maintain confidentiality.
- Flexibility to undertake duties in another work area dependent on the needs of the business.
- Follows College's procedures.
- Ensuring appropriate personal protective equipment (PPE) is used as and when required.
- Assisting with deep cleaning tasks and support the team during peak periods or absences.

Qualifications and experience required for this role:

- Food Hygiene Level 3 preferred but not essential.
- Experience of managing a team desirable.
- Knowledge of Health and Safety regulations and Safeguarding practices.
- Good working knowledge of Microsoft packages.
- Commercially aware.
- Experience of working in an educational setting is preferred but not essential.
- Experience within a similar role within retail, stadia or high street.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.