



ST. JOHN'S SCHOOL

Job Description

FUNCTION:	Non-Teaching
JOB TITLE:	Chef Manager (Catering Operations)
REPORTS TO:	Bursar
CONTRACT TYPE:	Full Time, Term Time Only

Role Purpose

The Chef Manager (Catering Operations) is responsible for leading and managing the school's catering provision, delivering a high-quality food service for pupils, staff, and visitors. The role combines hands-on culinary leadership with operational and financial management responsibilities, ensuring that food provision is nutritious, appealing, cost-effective, and fully compliant with food safety, health and safety, and safeguarding standards.

Key Responsibilities

Catering Operations

- Lead and oversee the day-to-day operation of the catering service including lunches, match teas and events
- Lead on menu development, innovation and seasonal planning
- Ensure high standards of food quality, presentation and service
- Oversee preparation ensuring portion control and minimal waste

Staff Management

- Lead, manage and develop catering staff

- Undertake recruitment, induction and training
- Prepare staff rotas and ensure effective deployment
- Manage performance and promote a professional team environment

Health, Safety & Compliance

- Ensure compliance with HACCP, COSHH and all food safety legislation
- Maintain all required food safety and allergen records
- Ensure the kitchen is inspection-ready at all times
- Uphold safeguarding and child protection policies

Financial Management

- Responsible for managing the catering budget
- Monitor food, labour and wastage costs
- Order supplies in line with procurement procedures
- Support forecasting and financial reporting

Customer Service & Communication

- Build positive relationships with pupils, staff and parents
- Respond professionally to feedback
- Support school events and promote healthy eating

Facilities & Equipment

- Ensure equipment is maintained and faults reported
- Oversee stock control and storage
- Support sustainability and waste reduction

Safeguarding

St John's School is committed to safeguarding and promoting the welfare of children. The postholder must adhere to all safeguarding policies.

General

The postholder may be required to undertake other duties appropriate to the role.