



Catering and Events Coordinator

Position Title:	Catering & Events Coordinator
Department:	Business Operations
Reporting To:	Operations Manager / Business Manager (BM)
Responsible For:	Coordination between catering company, the school and parents. Coordination with staff and parent committee for all school events. Administrative support – support the operations team as needed.

Reporting to the Operations Manager on a day to day basis along with overall line management by the Business Manager, the successful candidate will act as the liaison between School Staff (both Academic and Administrative) and Key Service Providers (Caterers) for day to day issues, escalating the issue to the OM when necessary. They will also be responsible for the co-ordination of all school events and liaising with the Operations Manager and Business Manager for any other deemed operation support needed.

The successful candidate will possess the following qualification and experience:

Requirements:

- Candidate must possess a degree in a relevant discipline or have similar work experience
- Excellent command of spoken and written English
- Ability to collaborate effectively with school departments and cross-functional teams
- Excellent time management skills and flexibility in dealing with multi-functional tasks
- Computer literate in MS Office, MS Excel & MS Power Point and school databases with good presentation skills and Data analysis skills

Key tasks and responsibilities include:

- To act as liaison between parents and the Catering company, supporting with any parental Catering enquires and escalating issues where necessary to the OM.
- Conduct daily inspections in all canteens, following NAE's food services guidelines along with the SFA's. Daily food sampling, portion controls, cleanliness of the kitchens and ensuring that all agreed SOPs and KPIs are maintained.
- Support with all school based administrative requirements to support the Catering company i.e. standing in to support during busy time periods to support the operation flow during lunch timings.
- Reporting and recording of all catering related incidences and providing weekly reports



to the OM/SBM.

- Ensure the Catering company is always fully compliant with all child protection related documents and or procedures. Ensuring daily staffing updates are recorded such at daily attendance and cover for absent staff.
- Coordinate school events, liaising with Key Stake holders such as the DCA to support the booking, set up of parent lead events.
- Ensure the events calendar is up to date and that all events organisers have completed all the events related documentation and logistical set up planning is in place. Be there at the start and end of all key events to ensure set up and take down.
- To support the School Business Manager and Operations team where necessary.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the School Business Manager.