

## **Job Description**

### **Catering Logistics Manager**

#### **Reporting to Director of Operations**

All members of staff must work within the framework provided by the school's policies and procedures to fulfil the general aims and objectives of Radnor House. All staff are expected to undertake such other duties as the Head may reasonably request and to carry out the roles outlined in their respective job descriptions to the highest level.

The Catering Logistics Manager has specific responsibility for the following:

- Manage the Lunchtime Team rota to ensure all areas (bistro, decking, astro) are covered and properly supervised.
- Maintain good order and discipline in and around the bistro, with particular regard to the health and safety of pupils and staff.
- Be fully aware of the relevant school policies for health and safety and the safeguarding of children.
- Deal appropriately and effectively with incidents when they occur and liaise with pastoral staff and senior leaders as necessary.
- Be vigilant and raise concerns with staff about individual pupils or groups.
- Review individual performance within the Lunchtime Team, agreeing and setting targets, and organising appropriate training.
- Track any overtime or absence within the Lunchtime Team and submit any changes to payroll if required.
- Liaise with other members of staff regarding break time and lunchtime duty rotas and request cover if required.
- Help pupils at mealtimes and encourage good table manners.
- With the Lunchtime Team, clean up spillages, ensure that tables are clean, and that water jugs and beakers are replenished throughout lunchtimes.
- Manage any special or allergen requests for monitoring individual pupils and maintain appropriate documentation.
- Order supplies for the bistro.
- Manage the Café Manager, ensuring they always prepare and keep the café in a hygienic and safe state.
- Review the Café profit and loss account.
- Supervise Lost Property, including bag and property removal from the locker area to the Lost Property room and the return of named Lost Property to pupils.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

Agreed by:

Agreed by Jobholder:

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**Huma Ali**  
**Director of Operations**  
**Radnor House**  
**Dated:**

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**Employee name**  
**Catering Logistics Manager**  
**Radnor House**  
**Dated:**

*Radnor House is an Equal Opportunities employer, committed to safeguarding and promoting the welfare of children. Screening, including an Enhanced DBS Check, is routinely carried out on successful applicants. Our Safer Recruitment Policy can be downloaded from the "Directory of Policies" page of our website.*