



ST CHARLES COLLEGE

S O U T H A F R I C A

St Charles College, founded in 1875, is an independent, non-denominational Christian boy's College situated in Pietermaritzburg, South Africa, catering for day boys from Grade 000 to Matric with boarders from Grade 4 upwards. The College has written the University of Cambridge International IGCSE, AS Level and A Level Examinations since 2002.

Catering Manager

St Charles College is looking to employ a suitably qualified person to assist with the day-to-day management of the catering department in accordance with the policies and procedures of the College Management.

Who can apply?

This position requires a strong administrative background and that the person shows the ability, initiative and the willingness to learn in order to grow into the position. It is further understood that as with any growing organisation, the position offered is dynamic and we expect tasks to change with the evolving needs of the College.

Key responsibilities will include but will not be limited to:

- Managing the catering required to provide meals for boarders and boarding staff
- Managing hospitality support for events and functions at a high standard and with care, flair and imagination
- Assist in managing the catering operations according to the College processes and procedures, with necessary controls in place to ensure correct ordering, receiving and invoicing of supplies
- Assisting with the design, production and serving of all meals
- Utilizing sound knowledge with regards to unit admin and processing to the advantage of the boys and the College

The ideal candidate will have:

- A relevant qualification / Experience
- Experience in costing, budgets, forecasts and invoicing is advantageous
- A valid driver's licence
- Experience in the use of MS Office
- Excellent communication skills
- The ability to work on weekends and public holidays
- Previously demonstrated ability to work as part of a team and interact with all levels of staff and management
- Strong organisational and time management skills
- Self-motivation and energy
- Superior hospitality skills and recognisable care for those they serve
- A strong commitment to excellence and continuous improvement of the service we offer

How do you apply?

Only persons with the appropriate qualifications and experience will be considered. If you feel you suit the above position, please email your detailed two-page curriculum vitae to the College, including the names of three contactable referees.

Email your two-page CV to: The Human Resources Department

Email: recruitment@scc.co.za

Applications close on 26/04/2019

The College reserves the right not to fill the post. An application will not, in itself, entitle the applicant to an interview or appointment, and failure to meet the minimum requirements of the advertised post will result in the applicants automatically disqualifying themselves from consideration. If you have not heard from St Charles College within six weeks of your application, please consider that it has been unsuccessful.