

Position Description

Position:	Catering and Events Manager Officer
Reports to:	Deputy Principal
Liases with:	Internal: Principal and Executive Team, Catering Manager, Facilities and Operations Team, Teaching and Professional Staff, Students. External: Parents and caregivers, Suppliers and catering vendors, Alumni and community members, Event contractors and service providers, Visitors and guests
Salary:	In accordance with the Canterbury College Enterprise Agreement 2026
Employment Status:	Permanent Full Time
Position revised:	July 2026

Position Purpose

The Catering and Events Manager is responsible for the coordination, preparation, delivery and operational support of catering services across the College. The role ensures the successful execution of internal and external events, functions, meetings and community activities through the provision of high-quality food and beverage services and exceptional customer service.

Working closely with staff, students, families, alumni and external stakeholders, this role supports a vibrant College community by delivering professional hospitality services that enhance the College's reputation and guest experience.

The role requires flexibility to support a diverse range of events, including staff meetings, parent functions, student celebrations, fundraising events, performances, sporting events, conferences and community gatherings.

Key Responsibility Areas

Operations

- Coordinate and deliver catering services across College events and functions.
- Prepare and present food and beverage offerings in accordance with College standards.
- Assist with menu planning and catering packages for a variety of events.
- Ensure catering requirements are accurately interpreted and fulfilled.
- Set up, monitor and pack down catering spaces and service areas.
- Maintain high standards of food quality, presentation and service.
- Monitor stock levels and assist with inventory management and ordering.
- Receive and store catering supplies in accordance with food safety requirements.
- Minimise food wastage and support sustainable catering practices.

Functions and Events

- Act as a key contact for internal catering requests.
- Liaise with event organisers to determine catering requirements, timings and service expectations.
- Assist in the scheduling and coordination of catering support for College functions.
- Prepare event run sheets and catering schedules as required.
- Coordinate venue setup requirements related to catering operations.
- Monitor event delivery to ensure a positive guest experience.
- Support after-hours and weekend functions as required.

Rostering and Staffing

- Prepare and manage staff rosters that reflect the rhythm of the school year;
- Support the onboarding and day-to-day supervision of casual team members;
- Contribute to a positive and high-performing team culture;
- Assist with the training of team members in food safety, service standards and College expectations;
- Ensure Workplace Health and Safety standards are upheld across all outlets.

Customer Service

- Provide professional and courteous service to staff, students, families and visitors.
- Develop positive relationships with internal and external stakeholders.
- Respond promptly to catering enquiries and requests.
- Address issues and service concerns in a timely and professional manner.
- Represent the College in a positive and welcoming manner at all times.

Food Safety and Compliance

- Ensure compliance with all food handling, hygiene and health regulations.
- Maintain Food Safety Program documentation and records.
- Implement safe food storage, preparation and service procedures.
- Monitor cleanliness and sanitation of catering facilities.
- Report hazards, incidents and maintenance requirements promptly.
- Follow Work Health and Safety (WHS) policies and procedures.

Financial and Administration

- Responsible for catering budgets and costs in collaboration with the Deputy Principal.
- Support accurate invoicing and reconciliation processes where applicable.
- Maintain records relating to stock, suppliers and catering bookings.
- Assist with supplier relationships and procurement activities.
- Contribute to continuous improvement initiatives within hospitality services.

Essential Qualifications

- Experience in hospitality, catering, events or food service operations.
- Demonstrated ability to coordinate multiple activities and competing priorities.
- Strong customer service and interpersonal skills.
- Excellent organisational and time management skills.
- Ability to work independently and as part of a team.
- Understanding of food safety and hygiene requirements.
- Current Food Safety Handling Certificate (or willingness to obtain).
- Proficiency in Microsoft Office applications.
- Ability to work flexible hours, including occasional evenings and weekends.
- Current Working with Children Check (or ability to obtain and maintain).

Desirable Qualifications

- Experience working within a school or educational environment.
- Qualifications in Hospitality, Catering, Events Management or a related field.
- Barista experience and/or Responsible Service of Alcohol (RSA) certification.
- Experience using event booking or catering management systems.
- First Aid qualification.

Given the nature of this role, the employee may be required to be contactable or to perform work outside of ordinary working hours from time to time. The College will respect the employee's right to disconnect. Nothing in this Position Description prevents the College from reasonably contacting the employee outside of ordinary working hours in circumstances involving a genuine emergency or extenuating circumstances, or where such contact is otherwise reasonable having regard to the employee's role, responsibilities, and any applicable remuneration or compensation arrangements.

The employee may be required to undertake additional or varied duties from time to time, provided such duties are within the employee's competence, skills and training, and are reasonable having regard to the nature of the role, as directed by their manager.

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity and in a way that shows a proper concern for the public interest. College employees must be familiar with and follow the spirit and content of the Code of Conduct and the Canterbury Values.

Canterbury College is committed to maintaining a healthy and safe work environment. All staff are expected to be committed to Workplace Health and Safety and to the protection of children in our care. All employees recognise and accept that multi skilling is an essential component of working at the College. From time to time all employees may be required to undertake duties that are outside their normal Position Description but within their skills, competencies and capabilities.

Any information obtained by staff during the course of their duties is confidential and should be treated as such. Staff will not disclose confidential information to gain advantage for themselves, their families or for any other person or entity.

Canterbury College supports the rights of children and young people and is committed to the safety and wellbeing of students enrolled at the College. In addition to supporting the Anglican ethos of the College, you must display a commitment to adhere to the College's policies and procedures relevant to student care and protection.