

## Catering Manager

A catering manager organises the provision, preparation, delivery and serving of food in various locations. There are two specialisms:

- **contract caterer** – supplying food and service on a regular basis to organisations such as factories, hospitals, schools or the Armed Forces
- **private caterer** – supplying food and service on a smaller scale, usually for people putting on functions and special events at home or in hired venues.

### The Work

You could be:

- giving advice on a suitable menu and planning it out, working out the cost and buying in the food
- hiring equipment such as tables, plates, glasses, decorations and flowers
- cooking or supervising the cooking of food, ensuring it meets quality standards
- delivering the hot or cold food to the customer's premises and organising the service
- packing everything away afterwards, checking for damage
- hiring and training staff, either long-term or for a one-off occasion
- planning shift rotas and motivating staff to work as a team
- negotiating contracts, working within a budget, monitoring stock levels and ordering stock
- making sure that health, safety and food hygiene regulations are followed.

### Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of the company or organisation you work for
- the demand for the job.

Starting salaries can be around £20,000 to £25,000 a year. With experience this can rise to between £28,000 and £40,000 a year.

### Conditions

- Your hours will depend on the type of organisation you work in. For example, in a school hours would be regular, but in other venues, hours could be longer and irregular, including evenings and weekends.
- Demand can be seasonal, with lots of orders at certain times such as Christmas, and less at others.
- You may travel throughout the day to different places delivering food or be based at one site, such as a school or hospital.
- You may be involved in cooking and serving food in a wide range of places – private homes, halls, canteens.
- You have to follow health, safety and hygiene rules in unfamiliar places.

- It can be an active job where you are on your feet a lot.

## Getting In

You can choose from a wide range of suitable training routes.

- Full time study for a qualification such as an HNC (SCQF Level 7), HND (SCQF Level 8) or degree (SCQF Level 9-10) in hospitality management.
- A degree in an unrelated subject plus a postgraduate course in hospitality management.
- To enter a degree course you need 4-5 Highers and 2 subjects at National 5, including English and Maths. For HNC and HND courses you need 1-2 Highers plus some subjects at National 5.
- You might get in through a Modern Apprenticeship in Hospitality (Supervision and Leadership) at SCQF Level 7 or Hospitality Management Skills at SCQF Level 8.
- Full time work in catering, perhaps with study for an SVQ or HNC in hospitality leading to promotion into management.
- Anyone working with food in Scotland should hold the Elementary Food Hygiene Certificate from the Royal Environmental Health Institute of Scotland (REHIS).
- You will usually need a driving licence.

Catering is a growth industry and skilled caterers are in demand everywhere, especially in cities. Vacancies are advertised in jobcentres, in trade journals such as [The Caterer](#) and on specialist recruitment websites.

## What Does It Take

You need:

- a knowledge of health, safety and food hygiene regulations
- good organisational skills
- excellent communication skills
- strong leadership and motivational skills
- a head for business and budget skills
- a high level of customer service
- energy and stamina for working in a busy environment
- the ability to remain calm under pressure
- the ability to make decisions and solve problems.

## Training

- There are courses you can take while working, such as City and Guilds or SVQs, or the [Institute of Hospitality qualifications](#).
- If doing the Modern Apprenticeship you would work towards SVQ in Hospitality Supervision and Leadership at SCQF Level 7 or SVQ Hospitality Management Skills at SCQF Level 8.

## Getting On

- If you are working for a large company which caters for a range of organisations there will be

opportunities for promotion to area manager or regional manager.

- Otherwise you can set up your own business and aim at getting larger contracts.

## Contacts

### Springboard

Email: [info@springboarduk.org.uk](mailto:info@springboarduk.org.uk)

Website: [careerscope.uk.net](http://careerscope.uk.net)

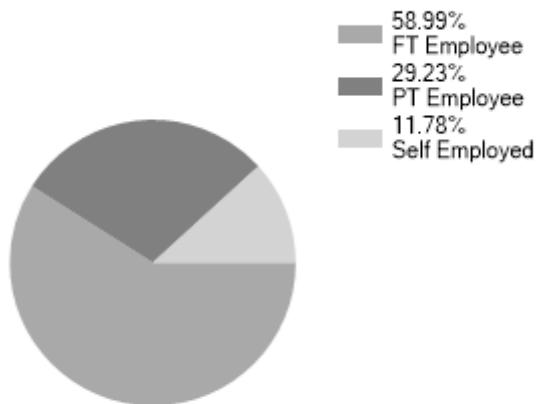
Website (2): [springboard.uk.net](http://springboard.uk.net)

X: [@CareerScope\\_](https://twitter.com/CareerScope_)

Facebook: [www.facebook.com/SpringboardUKCharity](https://www.facebook.com/SpringboardUKCharity)

## Statistics

Employment Status UK %

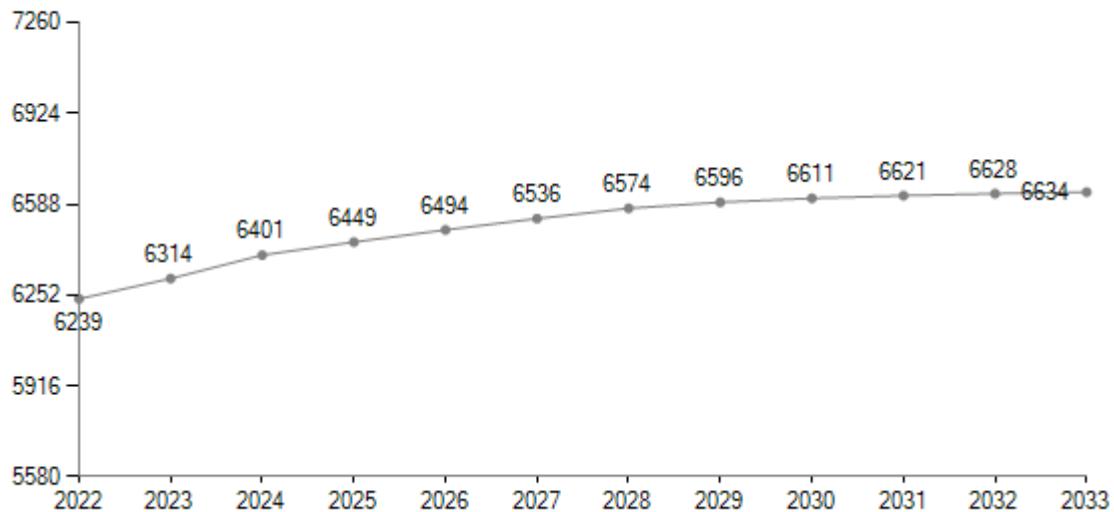


### Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)