



Braeburn Schools
Summum Appeto

Job Title: Country Catering Manager

Department: Catering & Operations

Reports to: Chief Operations Officer (COO)

Supervises:

- **Directly:** School Catering Managers (at various campuses), Central Catering Office Staff / Quality Assurance Officers (if applicable)

Revision Date: February 2026

Job Purpose

The Country Catering Manager is responsible for the strategic leadership, development, and oversight of the catering services across all Braeburn schools in Kenya, including day and boarding facilities. The incumbent ensures that the company provides high-quality, nutritious, and cost-effective meals that support the health and well-being of students and staff. The goal is to standardise excellence, ensure rigorous health and safety compliance, and drive the commercial and nutritional value of the catering department to facilitate the success of company operations.

Key Duties/Responsibilities

1. **Strategic Oversight:** Develop and maintain the company catering strategy, ensuring alignment with Braeburn's educational ethos and operational objectives across all campuses.
2. **Standards & Governance:** Establish and maintain company-wide catering policies, including standardised menus, nutritional guidelines, and hygiene protocols, ensuring effective communication of these to all school-level managers.
3. **Quality Assurance:** Conduct regular audits of school kitchens and dining facilities to ensure consistency in food quality, presentation, and service delivery in both day and boarding environments.
4. **Financial Management:** Develop, manage, and monitor the company catering budget. Identify opportunities for cost savings through bulk procurement and or staffing optimisation and minimise wastage while maintaining high standards.
5. **Supply Chain Management:** Manage relationships with food vendors and service providers. Oversee contract negotiations, monitor vendor performance, and ensure the sourcing of fresh, sustainable, and high-quality ingredients.
6. **Compliance & Safety:** Ensure all catering operations comply with national health and safety regulations, food handling legislation, and internal safeguarding policies.

7. **Operational Management:** Work with the Chief Operations Officer and School Catering Managers on kitchen design, equipment procurement, and specialised catering for events or boarding requirements.
 8. **Innovation:** Foster a culture of culinary innovation, encouraging staff to introduce diverse, healthy, and modern menu options that cater to the multicultural demographic of the schools.
 9. **Stakeholder Engagement:** Act as the primary point of contact for catering-related feedback from parents, students, and staff, ensuring that services evolve to meet the needs of the school communities.
 10. **Nutritional Leadership:** Oversee the planning of balanced diets, specifically addressing the complex requirements of boarding students and those with specific dietary needs or allergies.
 11. **Performance Management:** Support the recruitment, training, and professional development of catering staff. Oversee the performance management of School Catering Managers.
 12. **Policy Development:** Responsible for developing and implementing SOPs (Standard Operating Procedures) related to food storage, preparation, and service to ensure company-wide efficiency and safety.
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Key Outputs/Deliverables

- **Company-wide Catering Standards:** A comprehensive manual of policies, procedures, and standardised menus.
 - **Operational Efficiency:** Optimised food costs and procurement savings through centralized strategic oversight.
 - **Compliance Excellence:** Consistent "Gold Standard" ratings in health, safety, and hygiene audits across all campuses.
 - **Nutritional Integrity:** Validated balanced meal plans that meet international school standards for child nutrition.
 - **Professional Development:** A high-performing catering team with standardised skill levels across the company.
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Qualifications and Educational Requirements

- **Bachelor's degree** in Hospitality Management, Food Science, Catering, or a related field. A Master's degree is preferred.
 - **Professional Certification** in Food Safety, Nutrition, or Hospitality Management.
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Knowledge, Experience and Competences

- **Experience:** Minimum ten (10) years' work experience in large-scale catering or hospitality management, with at least 3 years in a multi-site strategic leadership role (experience in educational or boarding environments is highly desirable).
- **Technical Knowledge:** Excellent knowledge of large-scale food production, kitchen infrastructure planning, and international nutritional standards.
- **Financial Acumen:** Strong experience in budget management, cost control, and procurement within the food and beverage sector.
- **Leadership:** Strong leadership skills with a "dotted line" management style that emphasises collaboration and influence over direct command.
- **Communication:** Results-oriented with excellent negotiation, interpersonal, and social skills to navigate a diverse stakeholder environment.
- **Analytical Ability:** Good decision-making skills with a sense of diplomacy and attention to detail.
- **Integrity:** High moral standing with impeccable integrity, particularly regarding procurement and health standards.