



Operations Manager (Large Catering Business)

Advanced Diploma of Hospitality - SIT60313

Job Description

Employees manage all catering operations and staff within a large catering business.

Summary of Training

- Manage diversity in the workplace
- Manage finances
- Manage operational plan
- Develop and implement a business plan
- Manage quality customer service
- Manage finances within a budget
- Prepare and monitor budgets
- Manage physical assets
- Research and comply with regulatory requirements
- Lead and manage people
- Recruit, select and induct staff
- Monitor staff performance
- Monitor work operations
- Establish and conduct business relationships
- Develop and implement marketing strategies
- Establish and maintain a work health and safety system
- Use hygienic practices for food safety AND
- Coordinate cooking operations PLUS
- Manage employee relations
- Establish systems that support innovation
- Build and sustain an innovative work environment
- Facilitate continuous improvement
- Manage risk
- Develop workplace policy and procedures for sustainability
- Write complex documents
- Develop menus for special dietary requirements
- Design and cost menus



- Select catering systems
- Prepare and present proposals
- Research event industry trends and practice
- Determine event feasibility
- Develop and implement a food safety program
- Establish stock purchasing and control systems

Note

Please be aware that this Sample Training Program is designed to be a guide only to the selection of non-core units. Alternative combinations of units may be selected. In some cases Australian Apprentices may also have to complete prerequisite units. Employers and Australian Apprentices should seek advice from Australian Apprenticeship Support Network (Apprenticeship Network) providers or Registered Training Organisation for more detail.