



CHARTERHOUSE
LAGOS



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CATERING & DINING SERVICE MANAGER



Catering & Dining Service Manager

This is an exciting opportunity for a talented and hard-working individual with a desire to work in an environment that strives for excellence in all it does.

We are seeking a Catering & Dining Service Manager who will lead operational planning, staffing, compliance, procurement oversight, and service delivery while maintaining high standards of food safety, organisation, and customer service across the department.

Job Description

Position: Catering & Dining Service Manager
Reporting to: Head of Operations
Collaboration: All Staff, Students and Parents
Position Type: Full-Time (including occasional evenings and weekends as required)

Role Overview: This role is responsible for the overall operational leadership and management of the school's catering and dining provision. The role oversees both kitchen and front-of-house operations to ensure the delivery of a safe, efficient, high-quality and financially sustainable 7-day catering service for students, boarding students, staff and visitors.

Charterhouse Lagos staff are committed to safeguarding and promoting the welfare of children and young people. They ensure a secure, stimulating, and well-managed learning environment that promotes a sense of safety, support and wellbeing.

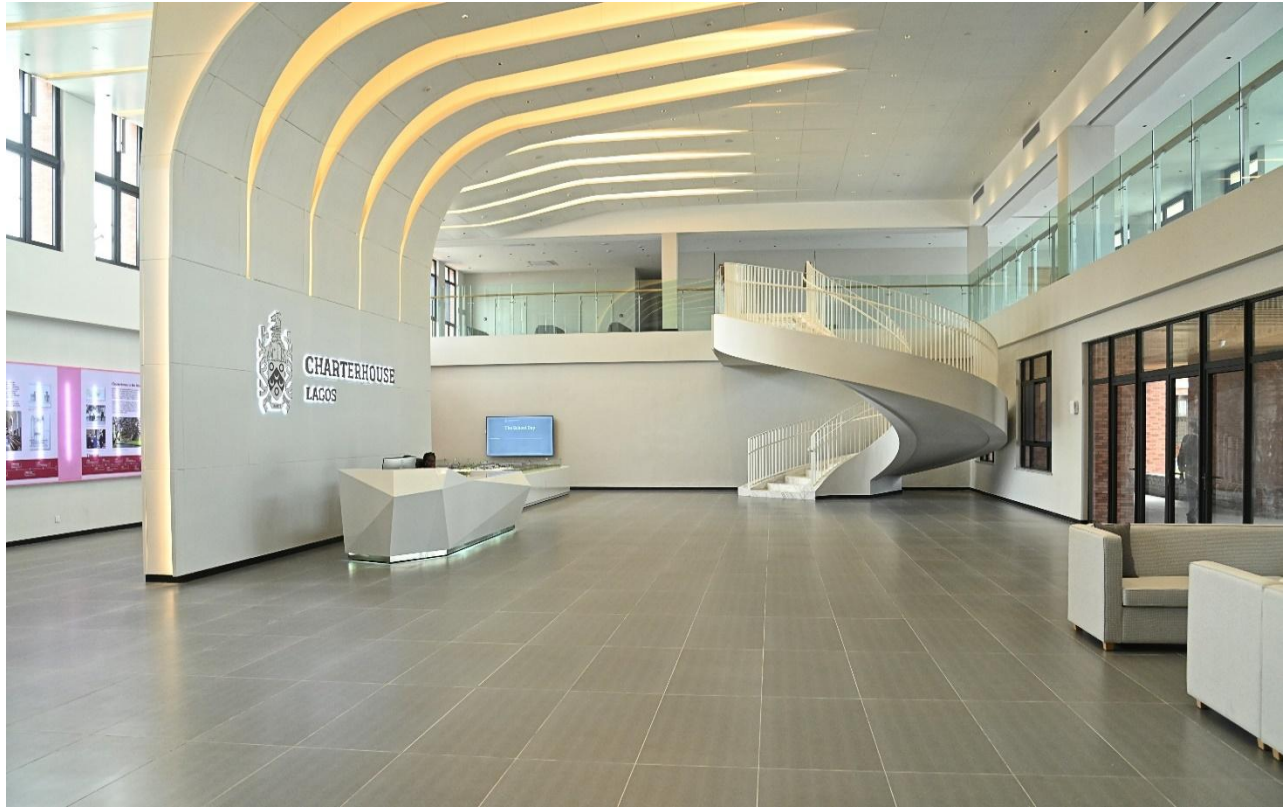




Qualifications and Experience	Essential	Desirable
Bachelor's degree in Hospitality, or a related field.	Yes	
Minimum of 7 years of relevant operational or hospitality experience.	Yes	
Understanding of food safety and hygiene requirements.	Yes	
Food Safety and Food Hygiene Certificate or willingness to train.	Yes	
Willingness to train as a First Aider.	Yes	
Experience in large-scale catering or hospitality operations.	Yes	
Experience working with contracted service providers.		Yes
Knowledge of dietary, allergy, and nutrition considerations.		Yes
Certification in food safety or hospitality supervision.		Yes
Experience in a boarding school or educational environment.		Yes
Skills & Competencies		
Excellent interpersonal and communication skills.	Yes	
High personal standards of presentation and professionalism.	Yes	
Proven ability to manage busy service environments.	Yes	
Excellent data management skills.	Yes	
Strong problem-solving and conflict resolution skills.	Yes	
Proficiency in using office software (e.g., Microsoft Office Suite).	Yes	
Detail-oriented and highly organized, with the ability to manage multiple tasks and prioritize workload effectively.	Yes	
Professional appearance and demeanour.	Yes	
Personal Attributes		
Warm, empathetic, and customer-focused approach.	Yes	
Adaptable to change, proactive and the ability to work in a fast-paced environment.	Yes	
Problem-solving skills and the ability to remain calm under pressure.	Yes	
Discretion and the ability to handle sensitive information confidentially.	Yes	
Team player with a positive attitude and leadership capability.	Yes	
Adaptability and willingness to take on new responsibilities.	Yes	
Commitment to upholding the values and ethos of Charterhouse Lagos.	Yes	
A drive for excellence, an appreciation of the importance of education and an understanding and appreciation of the aims, mission and values of the school.	Yes	



CHARTERHOUSE LAGOS





Key Responsibilities	
1.	Operational Leadership:
i.	Lead the day-to-day operation of the catering and dining provision.
ii.	Ensure the smooth delivery of all meal services across the school and boarding provision.
iii.	Oversee operational planning, staffing deployment and rota management.
iv.	Maintain high standards of professionalism, presentation and organisation across all catering areas.
v.	Support induction and ongoing training of staff in service etiquette, communication, safeguarding, and student wellbeing awareness.
2.	Staffing & Line Management:
i.	Line manage catering and dining staff, including kitchen and front-of-house teams.
ii.	Support recruitment, induction, training and performance management processes.
iii.	Ensure appropriate staffing levels for a 7-day operation, including weekends and events.
iv.	Promote a positive and professional team culture.
3.	Procurement & Financial Oversight:
i.	Oversee procurement processes, ordering systems and supplier coordination.
ii.	Monitor stock-control procedures, wastage and inventory management.
iii.	Lead departmental budgeting and forecasting processes across catering and dining operations.
iv.	Review and approve operational budgets submitted by kitchen and front-of-house leadership before submission to the Head of Operations.
v.	Monitor expenditure and support cost-control measures across all catering functions.
vi.	Be an active member of the Food and Nutrition Committee.
4.	Compliance and Standards:
i.	Support adherence to health, safety, and food hygiene regulations. Be present at all related inspections.
ii.	Ensure that safeguarding, confidentiality, and child protection expectations are fully upheld in all interactions with students.
iii.	Monitor and report to Facilities Maintenance or Campus Management any issues affecting dining areas.
5.	Events and Special Occasions:
i.	Assist in planning and delivering Open Days, special dining events, school functions, and visiting guest meals.
ii.	Ensure a professional, welcoming atmosphere that reflects the Charterhouse Lagos brand and ethos.



CHARTERHOUSE
LAGOS



Primary School Library



Official signing of the Charterhouse Lagos Agreement at Charterhouse UK

About our School

We opened in September 2024 and we are setting a new standard in education provision in Nigeria and West Africa. With world-class facilities and a focus on excellence, we are creating students with a passion for learning, for excellence and for leadership.

The school community is self-contained and lies in Ajah on the Lekki Peninsula, Lagos. The secure compound offers the best educational facilities in Nigeria. 24-hour security ensures that our students and staff can take advantage of the amazing facilities. We expect our older students to board at the school.

Facilities include fully connected classrooms, science and STEM labs, music, art, drama and library spaces, an 800-seat professional standard theatre, a 25-metre competition pool, along with a learn to swim pool, an NBA standard indoor basketball stadium, outdoor and indoor football pitches, and a beautifully landscaped campus that offers relaxation as well as a connection to nature.



Primary School STEM Room

The school offers an international education for students aged 5 to 18 (Years 1 to 13) using the British curriculum and leading to the IGCSE and A level qualifications. These will allow our students to aspire to the very best universities worldwide.

Opening a new school is a huge challenge and adaptability will be key. We aim to create British style international school reflecting the heritage and culture of the great UK independent schools. We are seeking leaders who will bravely tackle challenges and challenge expectations; we want individuals who will set aspirational targets for students and staff and lofty goals for our school.

Phase 1 of our building programme opened in September 2024 and phase 2, with the secondary school facilities is now completed. Phase 3 will follow over the next few years. Years 1 to 6 are already established in our primary school, and we just added Years 7, 8 and 9 in September 2025. In September 2026, Year 10 (IGCSE) and Year 12 (A levels) will open to complete our educational offering.

We hope that you will consider joining us to create an exciting new future in Lekki, Lagos.



TERMS AND CONDITIONS

Contract

This is a permanent full-time, full year position. The post will be considered probationary for a period of up to 6 months. Working hours will be full time, full year with occasional weekends as required by the schedule.

Shared on-site accommodation is available.

Salary

Competitive

Benefits

Professional Development

Professional and international working environment, professional development and training opportunities.

Health Insurance

HMO coverage for employees and their families.

Meals

Free meals and refreshments are available to staff whilst on duty and when catering is in operation.

Holiday

The holiday year runs from August - July, in line with the academic year and entitlement is 21 days annual leave, usually taken in the school holidays. This leave is in addition to Federal Public Holidays.

Fitness Centre Membership

All academic and business staff are entitled to join the Fitness Centre, with access to the swimming pool, gym and fitness activities.

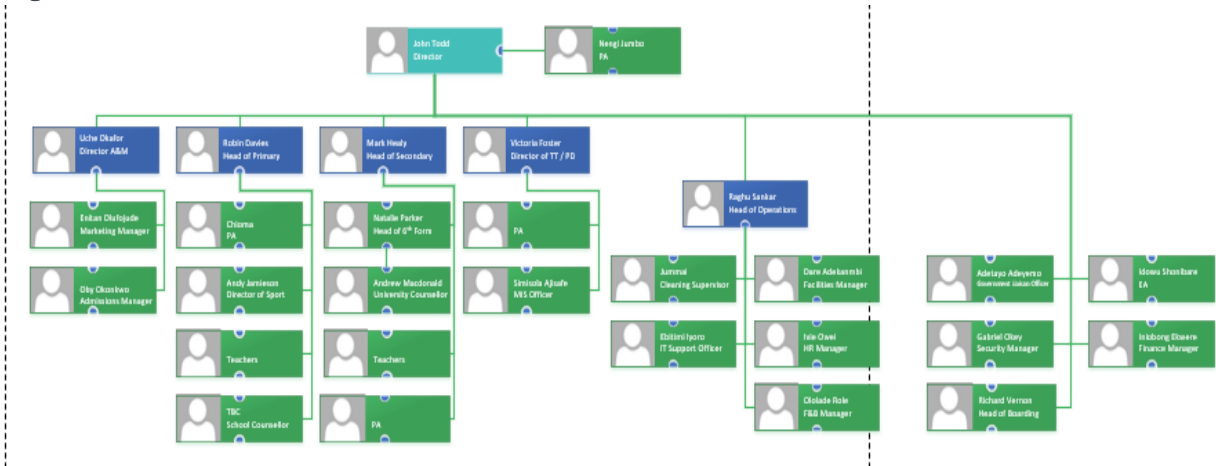
Pre-Employment Checks

Any offer of employment is subject to numerous checks to comply with our Safer Recruitment processes and our Safeguarding Policy (available to view on our website), please see our link for

[APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE.docx](#)



Organisation Chart:



Safeguarding

Charterhouse Lagos is committed to safeguarding and promoting the welfare of all our students and expects all applicants to share this commitment. We follow safer recruitment practices which are aligned with recommendations from the International Task Force on Child Protection. We aspire to the highest international standards of recruiting practices with specific attention to child protection. All appointments are subject to interviews, identity checks, criminal record checks, social media checks and successful references.

Data Protection

The personal data relating to candidates, including personal data provided in, or along with the enquiry and application forms, is required to be collected by Charterhouse Lagos/The Huntington Education Group, for purposes of candidate evaluation, and facilitating the recruitment process. By providing us with your personal data, you give your consent to us for collecting, retaining, processing, transferring (including cross-border transfer) and disclosing personal data to any third parties (including intra-group) for achieving the above purpose.

Diversity, Equality and Inclusion

At Charterhouse Lagos, we want everyone to feel valued, appreciated, and free to be who they are at work, whilst remaining true to the culture and laws of Nigeria. Our recruitment processes are designed to prevent discrimination regardless of gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, citizenship, or any other aspect which makes them unique.