

# Catering Manager

## Catering Manager

Hospitality professional with strong operational experience and growing commercial finance involvement in contract catering. Currently at The Good Eating Company, handling site-level invoice processing via E-prophit, accrual tracking, internal transfers, revenue data compilation, and monthly reporting that supports Ops Manager and General Manager with P&L inputs and performance insights. Proven in cost control, budgeting support, KPI tracking, and data accuracy across high-volume venues.

## WORK EXPERIENCE

### CATERING MANAGER

#### THE GOOD EATING COMPANY

- Managing daily catering operations for corporate site while contributing to financial workflows.
- Process invoices and inter-site transfers using Eprophit software, ensuring accurate data entry, reconciliation, and timely capture for month-end.
- Maintain accrual invoice logs for estimated/unreceived costs (e.g., missing EDIs, pending supplier invoices), calculating totals by category to support accurate P&L provisioning.
- Prepare and send end-of-month documents to Ops Manager, consolidating key metrics including accruals, stock/inventory data, cost trends, and revenue breakdowns to aid variance analysis and P&L review.
- Track weekly revenue via systems to provide performinsights.
- Conduct stock takes, manage supplier orders, and monitor costs to maintain operational efficiency and financial controls.

### GENERAL MANAGER / DEPUTY GENERAL MANAGER FIRE STEAKHOUSE & BAR

Award winning sustainable bar and restaurant operators.

- Planned and executed events ranging from small business meetings to large full-venue events.
- Held venue-level accountability for P&L figures, budgeting, and cost adherence.
- Delegated responsibilities to kitchen managers, assistant managers, and team members.
- Prioritized the overall customer journey, ensuring guests were always put first.
- Hired and trained new staff to company standards.
- Reported daily KPIs to head office and investors.
- Forecasted sales and planned rotas to meet budgets.
- Implemented seasonal drinks and food menus, including staff training, briefs, and tastings.
- Maintained team cohesion throughout the Covid and Brexit.

### ASSISTANT GENERAL MANAGER

#### HOUSE DUBLIN

Responsible for all areas of the business in the General Manager's absence (flagship venue).

- Managed rotas and stock levels.
- Built and developed a new team ahead of Christmas peak.
- Performed regular EHO and Food Alert audits
- Handled customer complaints proactively
- Managed labour and disposable expenditure to budget, achieving above-expectation conversion rates.

### ASSISTANT GENERAL MANAGER

#### Dirty Martini Bishopsgate, London

Developed a new team.

Large operation with a 700+ capacity venue.

- Improved food hygiene standards from 2 to 5 stars.
- Audited staff files in line with GDPR regulations.
- Delivered above-expectation stock and GP results.
- Hired, inducted and trained new staff.
- Managed flexible rotas to handle massive revenue variance, staying under budget without capping sales.

## EDUCATION

Graduate Diploma in Law

Swansea University

Economics (BA) Swansea University

## SKILLS

- Revenue Tracking & KPI Analysis
- Invoice Processing & Eprophit Software
- Budgeting and Forecasting
- Payroll
- Operations Management
- Variance Analysis
- Accruals & Month-End Reporting Support

## LANGUAGES

- Portuguese - Fluent
- English - Fluent
- Spanish - Intermediate

## ADDITIONAL INFORMATION

Olaberry - Acai Business, London (2022 - 2024)

• Founded and operated an acai business catering to the health-conscious market, starting with a Camden Market kiosk.

• Managed all aspects, including business development, product sourcing, marketing, and financial management (budgeting, invoicing, cash flow).

• Expanded operations by supplying products to restaurants and coffee shops.

This experience honed skills in business development, marketing, operations, and financial oversight.