

Job Description – Catering Manager

GRADE 2a £23,893 - £27,334

Monday to Friday 35 hours per week

This position is part of the school business team, which includes, administration, exams, catering and premises staff. The team is line managed by the School Business Manager.

MAIN PURPOSE

To provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards.

DUTIES AND RESPONSIBILITIES

Meal planning and provision

- To undertake the full range of cooking activities, including special dietary meals and ensure that high standards are achieved in terms of quality consistency and portion sizes.
- To be responsible for the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards and to keep abreast of any developments.
- To ensure the highest standard of food production and presentation by the careful planning of menus in advance, to include special diets for children with complex needs.
- To provide catering for special school events in the school's annual calendar
- Provide snacks and beverages at break time for students, maintaining payment records.
- Assisting with and facilitating daily student breakfasts and exams breakfasts.
- Planning food production, considering seasonal pupil number fluctuation, preparation of menus and as required, preparing for special functions (e.g. buffets, open evenings, lettings etc.)
- To continually look for ways to improve the standards and variety of food available, promote special events following the academic year
- Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
- To manage the budget delegated for catering in accordance with the approved procedures and the financial regulations applicable and liaise with the Business Manager in regard to the catering budget, including any overspend and underspend. Regularly review supplier's contracts to ensure cost effectiveness.
- Ordering of the full range of supplies required, in accordance with the Trusts procedures and regulations. Checking that the goods received are as ordered, of the required quality and correct weight and quantity. That invoices are check and passed for processing promptly.
- To establish a rapport with students in order to receive feedback on menus and to provide dishes that are suitable for their needs. To encourage participation in deciding dishes to be included on menus.
- Setting up, putting away general dining room furniture and service counter areas. Cleaning tables as required
- To be responsible for the management of the Kitchen/Dining room and cleaning requirements between and after sittings
- Maintain the inventory of kitchen equipment and complete an annual audit of light and heavy equipment
- Responsible for laundry – tea towels, dishcloths, etc.
- Willingness to work with all the school community to connect lunches with some aspects of the curriculum.

Staff management

- Manage the catering staff and full range of cooking activities. Allocation of tasks and all training of staff and trainees allocated to the kitchen.
- Promote morale and wellbeing among the catering staff
- Leading by example, promote and ensure the highest standards of staff presentation, service and customer care, dealing positively with customers and complaints
- To organise and supervise catering staff, to include "on the job" training and staff induction.
- To have knowledge of available training opportunities and attend when required.

Health and safety

- Keep abreast of and conform with government guidelines and legislation on school nutrition standards
- Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy
- Ensure that the kitchen and dining area are kept clean and hygienic
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule, is used safely and according to operating manuals.
- Maintain the inventory of kitchen equipment and complete an annual audit of light and heavy equipment
- Report repairs and defects or arrange repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs.
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform
- Record all accidents and incidents
- To be responsible for all aspects of Health and Safety within the catering environment
- Ensure hygiene and H.A.C.C.P procedures are followed ensuring appropriate working practices and training of the catering staff
- Ensure compliance with all relevant MAT policies, implementing as required safe working practices, to include general security of the catering and dining room area

Whole Academy

- Represent the Academy in a manner consistent with its ethos and values
- Contribute to the whole Academy team effort to ensure that the Academy is a positive learning environment respected by students and all users
- Maintain high professional standards throughout the Academy and contribute to whole Academy policy and practice development

Protection of children

The post is exempt from the Rehabilitation of Offenders Act 1974. Your employment is subject to satisfactory enhanced Disclosure and Barring Service check (with barred list check where applicable) and is subject to the requirements set out in the Education (Prohibition from Teaching or Working with Children) Regulations 2003 (as amended). You are required to inform us immediately if you are the subject of a police investigation or receive any conviction or caution, or any occurrence that may disqualify you from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal.

Right to hold Personal Data

As part of your conditions of employment, you give the Employer permission to collect, retain and process information about you, such as age, sex, ethnic origin and health records. This information will be used by the Employer for a number of purposes, including but not limited to monitoring the Employer's compliance with the law and best practice in terms of equal opportunity and non-discrimination. Should your personal circumstances change, you must notify the Employer immediately.

Requirement

You will need to have an ability to fulfil all spoken aspects of the role with confidence through the medium of English.

Line Manager : School Business Manager

PERSON SPECIFICATION

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Level 3 Food Safety (or NVQ equivalent) • Good standard of English and maths
Experience	<ul style="list-style-type: none"> • Experience of working at a management level in a school including: <ul style="list-style-type: none"> ○ Line management and supervisory experience ○ Experience of menu planning ○ Experience of recording and managing stock • Experience working with young people
Skills and knowledge	<ul style="list-style-type: none"> • Wide knowledge of culinary production and strong culinary skills • Knowledge of legislative requirements for School catering • An understanding of the routines and challenges of catering in a school environment • Good literacy and numeracy skills • Good organisational skills • Ability to multitask and work effectively in a stressful environment • Strong leadership and teamwork skills • Strong customer service skills
Personal qualities	<ul style="list-style-type: none"> • Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff • Commitment to promoting the ethos and values of the school • Commitment to maintaining confidentiality • Commitment to safeguarding pupil wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference to children and young people