

The Diamond Learning Trust

Job Description: Catering Manager

Reporting to: Trust Catering Manager

Location: School Kitchen

Hours:

Main Purpose

To manage the daily operations of the school catering service, ensuring the provision of nutritious, high-quality meals in line with government guidelines and school requirements. Responsible for staff management, budget control, and maintaining health and safety standards.

Key Responsibilities:

- Plan and prepare balanced menus that meet school and nutritional standards.
- Manage stock levels, order supplies, and ensure effective cost control.
- Supervise and train catering staff, ensuring a high standard of food service.
- Ensure full compliance with food hygiene, health, and safety regulations.
- Oversee kitchen cleanliness, maintenance, and equipment checks.
- Manage catering budgets and work within allocated financial limits.
- Monitor portion control and food waste to maximise efficiency.
- Cater for special dietary requirements and ensure allergen management compliance.
- Work collaboratively with school leadership and external suppliers.
- Handle complaints or concerns from pupils, parents, and staff professionally.
- Ensure a friendly, efficient, and professional catering service at all times.

Person Specification:

- Experience in catering management, preferably in an educational setting.
- Knowledge of food hygiene regulations and allergen management.
- Strong organisational and leadership skills.
- Ability to manage budgets and control costs.
- Good communication and interpersonal skills.
- Ability to work flexibly and adapt to changing demands.