

JOB DESCRIPTION

Catering Area Manager



Reporting to: Trust Catering Manager

Liaising with: Catering Supervisors, Catering Teams and Trust Colleagues

Grade/Salary: Band 6 (£36,363 – £39,862 pro rata)

Hours of work: Term Time + 2 weeks

Core Purpose

To provide effective operational leadership across 22 schools within the St Thomas Aquinas Trust, ensuring the delivery of safe, compliant and high-quality food services. The postholder will support catering teams to meet Trust KPIs, maintain high standards of food safety and customer service, and contribute to the continuous improvement of catering operations.

Duties, Responsibilities and Key Tasks

Operational Delivery

- Ensure the effective day-to-day organisation of food production and service across multiple establishments.
- Manage daily staffing arrangements to ensure all units are appropriately staffed, including cover for sickness and absence.
- Arrange cover for Catering Supervisor absence and undertake practical cooking or operational duties when required.
- Ensure effective planning, organisation and delivery of agreed kitchen duties on a daily basis.
- Ensure all kitchens complete out-of-term cleaning days to a satisfactory standard.

Health, Safety and Compliance

- Ensure all catering operations comply with Food Safety, Health & Safety and Environmental Health legislation.
- To ensure the health and safety of staff through training, advice, guidance, and reporting systems.
- Support the implementation and monitoring of food safety management systems across all sites in the area.
- Follow up Environmental Health reports, implement recommendations and report outcomes to the Trust Catering Manager.
- Take all reasonable precautions and exercise due diligence to avoid breaches of legislation.

People Management and Development

- Line-manage and support Catering Supervisors across the allocated area.
- Organise, supervise and deploy staff to maintain appropriate staffing levels and respond to seasonal fluctuations in customer numbers.
- Responsible for the production of staff rotas.
- Support staff welfare, morale and engagement.
- Deliver inductions, practical skills training and update training as required.
- Assist with recruitment, attendance management, competency and disciplinary processes as required.

Performance and Quality Management

- Ensure weekly operational and financial figures are collated and reported to the Trust Catering Manager.
- Monitor and support delivery of Trust KPIs at site level.
- Carry out termly lunchtime observations at all units and report findings to schools and Trust representatives.
- Ensure service standards align with Trust expectations and objectives.

Communication and Collaboration

- Hold regular meetings with Catering Supervisors to discuss operational performance, developments and concerns.
- Ensure effective systems of communication so that relevant information reaches all staff.
- Act as a key operational link between sites and the Trust Catering Manager.

Additional Duties

- Keep up to date with changes to catering legislation, best practice and Trust policies.
- Any other duties as required that are commensurate with the role.

Safeguarding

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is subject to satisfactory references, an enhanced DBS check, medical clearance, verification of qualifications and the right to work in the UK.

Equality and Diversity

The Trust is committed to equality of opportunity and welcomes applications from all sections of the community. Reasonable adjustments will be made to support disabled applicants or employees.

PERSON SPECIFICATION

Catering Area Manager

A. Training and Qualifications	Essential	Desirable
Professional qualifications specific to duties i.e. Basic Food Hygiene Certificate, City & Guilds 706 1 / 2 or NVQ 3 equivalent	A	
Level 3 Food Safety – Intermediate Food Hygiene Certificate	A	
Managing Health & Safety Certificate	A	
Practical Skills Training i.e. Craft Trainer		A
Supervisory Management Certificate i.e. NEBSM		A
First Line Management Certificate ie ILM3		A

B. Experience	Essential	Desirable
Proven experience within catering or hospitality environment	A & I	
Experience of assisting with the management of operational policies and procedures related to catering services	A & I	
Experience of producing performance data/statistics and analysing trends	A & I	
Entering, retrieving and using data held in an electronic information system	A & I	
Experience in preparing for and undertaking training sessions		A

C. Professional Knowledge and Skills **Essential Desirable**

Knowledge of Food Safety/Health& Safety legislation	A & I
Basic Knowledge of local authority personnel policies and procedures	A & I
Knowledge of training principles and procedures	A & I

D. Personal Attributes **Essential Desirable**

The ability to be a good team member	I
The ability to communicate effectively, both written and orally at all levels	I
Ability to work on own initiative and make decisions within areas of responsibility	I
Good literacy and numeracy skills	I
Ability to negotiate and arbitrate effectively	I
Ability to supervise, motivate and lead cultural change	I

E. Safeguarding **Essential Desirable**

Understanding of the Trust's and schools' responsibilities in safeguarding and promoting the welfare of children and young people	I
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A: Application
I: Interview