

JOB DESCRIPTION AND PERSON SPECIFICATION

<u>Job Title:</u> Catering Manager	<u>Grade:</u> F (point range 14-19)
<u>Role Profile:</u> Facilities Support	
<u>Overall Purpose of Job:</u> As a Catering Manager you will be responsible for the overall efficient and effective management of the catering operations at the academy ensuring great quality food and service. You will be responsible for the preparation, cooking and service of food to agreed standards and specifications. You will ensure efficient and economic use is made of all resources, including stock, catering staff and company assets.	
<u>Category of Academy/School:</u> Age range: Secondary Number of students on roll: 700 - 1000 students Multiple sites: No Sixth form/Through school provision: No	
<u>MAIN RESPONSIBILITIES</u> <u>Strategic</u> 1. You will develop and deliver a strategic plan for the future of the catering provision at the academy 2. You will provide advice and guidance on the development of improved products and services 3. You will work with the academy and students to increase student meal uptake, through successful implementation of the strategic plan 4. You will prepare, revise and submit reports, budgets and other documentations to the academy's Finance Manager routinely and on demand 5. You will implement, monitor and revise departmental policies on an ongoing basis 6. You will design, resource and implement continued professional development plans and training for the Catering staff 7. You will implement quality management plans, regulatory compliance strategies and risk management procedures 8. You will lead and/or actively participate in regular meetings to review quality standards and improvements with the aim of maximising student, staff and visitor satisfaction 9. You will support and facilitate the implementation/use of the biometric EPOS till system <u>Food & Service</u> 10. You will liaise with the catering team to ensure the provision of appropriate menu choices and a consistently high quality of food for students, staff and visitors 11. You will manage all aspects of production and presentation of service, having regard for delivering acceptable standards of health & safety, hygiene, nutritional value, allergen control, HACCP adherence and customer satisfaction 12. You will develop and review an ongoing delivery of "on trend" innovative food, including a fresh approach to delivering the homemade "grab and go" concept	

13. You will oversee food purchasing procedures, including complete regular supplier quality audits
14. You will ensure all food waste is recorded and minimised
15. You will manage catering for academy functions and meetings
16. You will oversee all front-of-house activity, including at functions and meetings
17. You will oversee and assist with preparation and service of food as necessary
18. You will oversee and assist with cleaning during and after service as necessary

Financial

19. You will prepare and control the annual catering and related budgets, and actual-to-budget costs, to include monthly food, drink, consumables and cleaning materials
20. You will produce monthly analysis of accounts, including hospitality, non-food and labour costs to ensure a breakeven/surplus position
21. You will implement, maintain and revise all necessary records, systems and procedures to ensure the security and control of assets, resources and stock

Human Resources

22. You will identify and determine appropriate staffing levels and performance standards
23. You will ensure that processes are in place to enable the recruitment, induction, training and appraisal of all catering staff
24. You will ensure training records are maintained for all catering staff
25. You will ensure compliance with all relevant academy/Trust policies relating to employment
26. You will establish effective communication and relationships at all levels through individual updates with team members
27. You will establish and promote a positive team ethic, ensuring fair treatment of all
28. You will carry out administration and other functions related to the smooth running of the department
29. You will attend and participate in open evenings and other events as required
30. You will assist other aspects of the academy where the skills of the Catering Manager may be of benefit

General

31. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person without delay.
32. You will participate in training and other learning activities and performance development as required.
33. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
34. You will ensure strict confidentiality in all areas of work.
35. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
36. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
37. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
38. You will always comply with the Trust's policies and procedures.
39. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS & EXPERIENCE

Essential

- Level 3 Supervising Food Safety qualification (C)
- NVQ Level 3 or equivalent qualification in Hospitality & Catering (C)
- GCSE Grade C/4 or above, or equivalent, in both English and Maths (C)
- Strong budget management skills (A, I, R)
- Strong knowledge of current food legislation regarding food hygiene and health and safety in the workplace (A, I, R)

- Leadership experience within a catering or hospitality setting (A, I)
- Commitment to personal and professional development (A, I)
- Commitment to and a clear understanding of health and safety (A, I)
- Experience of supporting staff at all levels to make excellent progress (A, I, R)
- Experience of managing HACCP systems (I, R)
- Experience of managing COSHH (I, R)
- Experience of menu design and food innovation (A, I, R)
- Experience of food costing and budgetary controls (A, I, R)
- Experience of first aid (A, I)
- Good ICT skills (I, R)
- Excellent organisational skills, including planning and time management (A, I, R)
- Flexibility and the ability to work calmly and quickly under pressure (A, I, R)
- Resourcefulness and the ability to multitask and prioritise (A, I, R)
- Ability to lead and work as part of a team (A, R)
- Ability to coordinate and deliver hospitality and event catering and front of house (A, R)
- Ability to manage contractors, suppliers and engineers (A, I, R)
- A passion for quality, coupled with integrity and optimism (A, I)
- Strong interpersonal, written and oral communication skills, with the ability to deal confidently with a wide range of people (A, I, R)
- Ability to relate well to children and adults (A, I, R)
- Flexibility of approach, adapting to workloads and staffing levels (A, I, R)
- Flexibility of working hours to meet the needs of the academy (I, R)
- Prioritisation of competing priorities (I, R)
- Personal resilience in a busy workplace (A, R)
- Team leader, whilst supporting colleagues (A, I)
- Role model and motivator (A, R)
- Common sense (A, I, R)
- Approachability with a sense of humour and proportion (A, I, R)
- Discretion and confidentiality (A, R)
- Willingness to proactively keep abreast of food safety and health & safety law (I, R)

Desirable

- Hospitality & Catering Qualification, HND or higher (C)
- Knowledge of school catering (A, I, R)
- Experience of EHO inspections (A, I, R)
- Experience of allergen management and control (A, I, R)
- Experience of nutrition and wellbeing – special diets (A, I, R)
- Experience of food service refurbishments and design and planning projects (A, I, R)
- Experience with biometric EPOS till systems (A, I, R)
- Experience of working with education staff and school aged children (A, I, R)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

BEHAVIOURS

- Proactive
- Organised
- Team Player
- Flexible
- Clear communicator
- Reliable
- Trustworthy

CONTACTS AND RELATIONSHIPS

Managers - in daily contact with Principal/Senior leaders within the academy

Support Staff – in daily contact with support staff who are involved in student support, finance, cleaning, catering, site supervision and health and safety.

Trust Staff – in regular contact with wider Catering staff (e.g., Regional Catering Manager), finance, facilities, and human resources.

External – in regular contact with suppliers, contractors as required.

Note:

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.