



JOB DESCRIPTION

NAME:

POST:

Catering Manager

GRADE:

6 SCP 16 – 22

Relationships

The post holder is accountable to the Trust Catering Manager in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

Purpose

- To maintain and promote the academy's pursuit of excellence in all professional practice.
- To fully implement all academy policies and procedures.
- Promote the academy to acquire new business.
- To develop and progress the catering provision to deliver externally healthy and high-quality meals that meet the National Nutritional Standards within the Academy and to external clients as required.
- Act as a point of contact for external clients.

Main duties & responsibilities

Catering provision

- To achieve best value without compromising quality relating to authorised catering service.
- Oversee the preparation and cooking of all food in the kitchen.
- To be responsible for the performance of the in-house and external catering provision.
- To negotiate best value contracts with authorised suppliers to ensure the cost effectiveness of the catering service.
- To ensure the attractiveness of catering provision including food presentation and the eating environment.

- To be responsible for the delivery of food to external academies during term-time and collection of same and return to host kitchen.

Managing staff

- To supervise and deploy catering staff to ensure the efficient organisation of the catering service, and deal with any staffing problems/issues that arise.
- To ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered in the absence of key personnel.
- To prepare and manage the duty rota for all catering personnel.
- To oversee the preparation, cooking and service arrangements.
- Carry out annual staff appraisals, reflect on potential changes in their job descriptions and take an active role in their training needs and supervision.

Managing resources

- To be responsible for the accurate costs control of in-house catering revenue and expenditure and the security of all monies.
- To complete financial reports for the Finance Manager.
- To maintain authorised food stock levels and complete stock returns by the date required.
- To undertake routine checks of equipment, cleaning material, stationery and uniform.
- To ensure that the maintenance agreements for all equipment are current and arrange for the necessary checks at renewal.
- To plan daily menus, making provision as appropriate for special food diets, and order stocks accordingly.
- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.
- To be responsible for and ensure correct procedures for banking and reconciliation are met.

Health and safety

- To ensure adherence to all procedures related to Health and Safety and COSHH regulations with regard to food, equipment, materials and general safety.
- To ensure the safe operation of kitchen equipment at all times.
- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.
- To undertake regular risk assessments.
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To ensure the security of the catering areas at all times.
- To be responsible for the regular inspection and maintenance of the First Aid box and arrange replenishment as necessary.

- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.

Developing new business

- Make and maintain contact with the local community that might lead to acquiring new business from local academies and their numerous courses and conferences for the local academies.
- Prepare advertising material and make appointments with academies that might wish to become our clients.
- Prepare brochures and advertise the department's services to organisations and individuals who might wish to hold conferences, courses and events at the academy.

General

- To promote and support aE's culture and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to our Trust People Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to our Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional information

Throughout our Trust, it is our practice to vary the specific responsibilities in line with the needs of our Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this job description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of our Trust.

Signed: **Date:**

Post Holder

One copy to be retained by member of staff and one kept on the employee's file.

Authentic Education is committed to providing a safe, supportive and stimulating environment for all its pupils following Keeping Children Safe in Education Guidelines.

This post is exempt from the Rehabilitation of Offenders Act 1974.