

Wellspring Academy Trust



WELLSPRING
We Make A Difference

Job Description

Post title: Regional Catering Operations Manager

Reporting to: Operations Leadership Team

Purpose of the post

To provide exceptional meals to every child across the Wellspring community.

Main duties:

- Deliver an excellent dining offer and school meal provision to our community through innovation, creativity and well led catering teams.
- Promote healthy eating, wellbeing and food education across the Trust.
- Delivery of an efficient and cost effective catering service provision which offers quality and choice for all pupil needs and special dietary requirements.
- Understand and meet the needs of the Wellspring community, ensuring high quality is delivered effectively every serve, first time.
- Communicate regularly with the individual academies.
- Ensure concerns raised are promptly actioned to prevent reoccurrence.
- Manage catering budgets, including assisting with the preparation of the Annual Budget and future forecasting, achieving and maintaining food cost inline with our catering standards.
- Improve standards of service and quality of food, spotting opportunities to make improvements.
- Promote the Trust and act as a brand ambassador.
- Lead, motivate and develop your team to provide a quality service.
- Assist with day to day staff management issues across catering teams.
- Plan, organise and monitor food quality, presentation and service.
- Ensure that all kitchen equipment is maintained at all times including catering asset management planning and kitchen life cycle planning, supported by Estates colleagues.
- Develop kitchen development plans / a planned preventative maintenance programme (PPM), supported by Estates colleagues, across the Trust's sites.
- Develop menus and recipes including theme days.
- Ensure all team members continually work according to prevailing legislation.
- Operate, utilise and manage relevant catering IT systems as appropriate.
- Effective catering procurement and cost management of required goods and services to achieve maximum value for money.
- Lead proactive waste management procedures and policies.
- Liaise with stakeholders, external organisations, support staff and the Estates colleagues to ensure the most economic use of energy and water consumption to support our sustainability agenda.
- Able to provide demonstrable leadership and coordination within project groups, with both internal and external stakeholders.
- Develop, maintain, review and improve office systems i.e. filing systems, recording of data etc.
- Adhere to and carry out annual reviews of policies and procedures relating to your key areas.
- Lead on catering business continuity plans with school leaders.

- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Health & Safety

- Lead and manage the QSHE (Quality, Safety, Health and Environment) and food handling processes within our catering standards.
- Ensure legal compliance is achieved for all systems and resources across Trust sites.
Miscellaneous
- Hold an understanding of all relevant health and safety and broader operational policies and procedures, including those relating to operational, personnel, child protection, data protection, financial matters.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively eliminating any direct or indirect discriminatory practice.
- Participate in training and other learning activities and performance development as required.

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of Working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support.

This requires dealing with people politely and tactfully and in accordance with Trust guidelines, policies and procedures.

Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously. All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Person Specification

Criteria	Essential/ Desirable	How identified
Education and Training		
Degree in catering or equivalent.	E	Application Interview
Evidence of continuous professional development.	E	Application Interview
Health and safety qualifications or equivalent food safety qualifications.	E	Application Interview
Experience		
Experience of catering management (including managing a team(s)).	E	Application Interview
Experience in catering project management and design development projects.	E	Application Interview
Demonstrable experience of change management planning, reporting and implementation.	E	Application Interview
Experience of managing budgets and catering procurement.	E	Application Interview
Experience of sharing ideas and skills (including craft based skills).	E	Application Interview
Experience of risk management assessment and developing mitigation plans.	E	Application Interview
Experience of quality improvement systems and processes.	E	Application Interview
Experience of working within/alongside an educational environment.	D	Application Interview
Skills and abilities		
Leadership and management skills.	E	Application Interview
Written and verbal communication skills.	E	Application Interview
Communication and facilitation skills.	E	Application Interview
Good written and numerical skills with an ability to analyse, develop and present clear, concise and focused reports on a range of catering related matters.	E	Application Interview
Strong motivational skills.	E	Application Interview
Strong catering and craft based skills	E	Application Interview
ICT literacy in main packages eg. Google.	E	Application Interview

Demonstrable knowledge of all current legislative requirements regarding catering, risk, waste and environmental matters.	E	Application Interview
Demonstrable planning and project management skills.	E	Application Interview
Have a flexible approach to working.	E	Interview
Operate on your own initiative and work independently.	E	Interview
Well organised, working effectively and efficiently, meeting deadlines under pressure.	E	Interview
Be able to relate positively to pupils and adults.	E	Application Interview
Maintain high standards of work.	E	Application Interview
Able to work as part of a highly functioning operations team.	E	Application Interview
Additional Requirements		
Operate with the highest standards of personal/professional conduct and integrity.	E	Interview
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	Interview
Willing to undertake training and continuous professional development in connection with the post.	E	Interview
Work in accordance with the Trust's values and behaviours.	E	Interview
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude.	E	Interview
Satisfactory DBS disclosure to work in an environment dealing with young people.	E	Interview
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	E	Interview
A commitment to safeguarding and promoting welfare for all.	E	Interview
Full UK Drivers Licence, own transport and willingness to travel to multiple sites across the Trust.	E	Application Interview