

Job Description

Post Title:	Academy Catering Manager (Small)
Location:	Clover Leys Spencer Academy
Salary/Pay Range:	NJC 11-15
Hours of work:	30 hours, Part Time Term Time Only including 5 INSET DAYS
Reporting to:	Trust Area Catering Manager, Trust Catering Operations Manager

Purpose of Role

To work in the Catering and food service areas under the control of The Spencer Academies Trust

To oversee & maintain the smooth operation of the catering, conference buffets, refreshment and buffet requirements over the site. Taking the lead responsibility for the operational requirements and service delivery during the day. Taking the lead in the organisation and management of all other catering staff and provide effective line management of the catering team.

To provide an efficient operation and delivery of service, preparation of meals to appropriate standards, ensuring customer satisfaction and maintaining the cleanliness and hygiene of the unit.

Main Duties and Responsibilities

- Ensuring that Trust and Statutory regulations, regarding hygiene, safety and cleanliness, are complied with in all tasks at all times.
- To comply with all the appropriate legal requirements in the kitchen.
- To assist, as directed, with all aspects of preparation, production and presentation of food.
- Assisting with serving at Service Time.
- To undertake all aspects in cleaning equipment - walls (up to 6 ft), floors, fixtures and fittings, toilets, pots, pans, cutlery, crockery, glassware etc. To be completed daily to the Trust standard according to the cleaning rota or as directed.
- Comply with the rotas and rotate jobs on a termly basis.
- To assist in loading service counters, as directed, and to ensure sufficient supplies.
- To ensure a high standard of personal and general cleanliness and hygiene to comply with Trust and statutory regulations.
- To assist with vending filling, cleaning & emptying cash boxes.
- To ensure tables are left clean (tables are at child level)
- To operate cashless catering system if applicable.
- To maintain catering records to the Trust standards.
- Working as a team and to ensure a responsible attitude towards other employees.
- To record food temperatures as per Trust standards
- To work as directed by the Trust Catering Ops team.
- To transport food or goods to any building on site.
- To assist at functions some of which may occasionally occur outside normal working hours.
- To work in other Trust academies if needed
- To report and where possible act for any customer complaints or compliments.
- To report immediately any incidents of - accident, fire, theft, loss, damage, unfit food or other irregularities.
- To attend meetings and training courses as may be necessary from time to time.

- To attend to any other reasonable requests by management.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder may be required to carry out other duties as required by the Trust.

Additional Information

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents, governors, employees, contractors, partners, clients and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

Spencer Academies Trust is a Disability Confident Committed Employer

Person Specification

	Essential	Desirable
Qualifications and experience		
Valid Food Hygiene qualification preferred but not essential.		✓
Experience of working in a busy kitchen environment		/
Previous experience in an educational environment		✓
Ability to follow Codes of Practice. (Please refer to the Health & Safety and Hygiene Practices).	✓	
Ability to use general catering equipment safely and correctly	✓	
Ability to deliver high standards of customer service	✓	
Knowledge and skills		
Ability to work collaboratively with others	✓	
Ability to work within systems and specified timelines	✓	
Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace.	✓	
Able to prepare, cook and present food to meet quality, cost and food and health and safety standards.	✓	
Experience of preparing, cooking and serving of food within a large catering operation. (e.g. school, factory or large restaurant).	✓	
Ability to plan and organise own workload within the kitchen and provide support to the team as required.	✓	
Personal qualities		
Able to follow direction and work in collaboration with the catering team	✓	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	✓	
Commitment to the highest standards of child protection and safeguarding ³	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	