



## Job Description

### Assistant Trust Catering Manager

#### KEY PURPOSE OF THE POSITION

- To provide support in the leadership and management of the Trust catering service across our academies, to provide a first-class catering provision for the benefits of pupils and staff across the Trust.

#### MAIN AREAS OF RESPONSIBILITY

- Provide support for leadership and the development of high-quality catering provision across each of the Trust academies.
- Support operational management for all aspects of the catering service. These include delivering a high-quality service, ensuring compliance with both statutory food safety standards and health and safety legislation, procurement of food supplies, contract management for the maintenance of key equipment, menu planning, quality/portion/waste control and support of staff management.
- Ensure adherence across Trust academies to relevant catering standards, regulatory frameworks, and legislation including COSHH, food safety standards and health and safety.
- Operate as part of the wider catering and Trust team, liaising with Trust Leaders as necessary to ensure a high-quality service is provided to all academies.

#### KEY RESPONSIBILITIES AND ACCOUNTABILITIES

##### Leadership and Strategy:

- Attend relevant Trust meetings to support decision making, communicate with stakeholders and report on progress of the effectiveness of the catering service as required.
- Support the planning and management of the catering service across the Trust.
- Contribute to the performance management and development of the catering team members.
- Maintain an up to date understanding of relevant catering issues, policies and legislation, and support a culture of continuous improvement and development aligned to industry standards.
- Work alongside relevant Trust and Academy Leadership to allocate work and objectives for the catering teams.

##### Manage and Develop People:



- Work alongside relevant Trust and Academy Leadership to determine methods in achieving objectives, evaluating overall catering performance and supporting feedback for colleagues.
- Work alongside relevant Trust and Academy Leadership to lead and direct Kitchen Managers to ensure all catering employees receive relevant induction and training, and comply with Trust policies and procedures.

**Promote and Develop Effective Communication:**

- Establish and maintain pro-active relationships with colleagues across the Trust.
- Communicate effectively, both formally and informally, with Trust and Academy Leadership as required.

**Achieve and Continually Improve Service Delivery Targets:**

- Support maintaining operations to ensure that agreed food quality standards are met and exceeded.
- Always ensure the Trust catering service projects a professional image.
- Support the creation and maintenance of necessary conditions for productive working across the catering service.
- Work alongside relevant Trust and Academy Leadership to implement operational improvements.
- Support the implementation of innovative menus, including bespoke medical diet menus.
- Support the identification of value-add activities such as menu themed weeks and meals to represent national and culture events.

**Maintain a Healthy, Safe and Secure Environment:**

- Ensure compliance at all sites regarding COSHH, Food Safety Standards and Health and Safety legislation.
- Work alongside relevant leaders to establish and maintain safe work procedures, and maintain effective reporting procedures for accidents, near misses and any other H&S related issues.
- Work alongside relevant leaders to conduct and implement risk assessments for all tasks and ensure these are communicated effectively and understood.
- Be aware of the responsibility for personal Health, Safety and Welfare, and that of other who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues related to Health, Safety and Welfare.

**Control Resources and Finance:**

- Support the identification of ways in improving profitability.
- Support the provision of timely and accurate information related to catering services.



- Support the financial targets of the catering services through management of running costs, stock levels and wastage.

**As an employee of the Trust:**

- Ensure all work is undertaken in line with the Trust policies, procedures and guidance documents including (but not limited to); child protection, health & safety, equality, security, data protection and confidentiality.
- Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing.
- Always ensure compliance with the Trust Equality Policy, promoting the Trust values of equality through always treating all employees and colleagues in a professional and respectful manner.

**Data Protection and Safeguarding:**

- Always work and process personal and sensitive information in accordance with the Data Protection Act 2018, including the UK General Data Protection Regulations (GDPR).
- Ensure that you are kept up to date with the requirements of Keeping Children Safe in Education (KCSIE) and having responsibility for promoting and safeguarding the welfare of children and young people.

**CPD**

- Undertake any necessary professional development as required
- Support the implementation of new technologies and learning to further develop yourself and the catering service.
- Contribute to catering service development through sharing professional learning, expertise and skills.

All employees of the academy have a responsibility for promoting and safeguarding the welfare of children and young people.

Candidates must also be willing to undertake any other responsibilities in line with their grade as requested by the Trust.