

Job Description

Post Title: Catering Manager

Post Grade: APT & C Scale 4-5, points 7-17

Hours: 37 hours per week term time only plus training days and cleaning day

Prime Objectives of Post

To manage and develop the School's in-house catering operations to the highest practicable standard.

Supervisory Responsibilities

Catering assistants
Cooks

Supervision Received

Facilities Manager
Headteacher

Decision making

To decide upon all matters relating to the operation of the School sites catering arrangements. This will include staff development and training, meals & food options, hygiene, safety, organisation, service, interpretation and adherence to applicable regulations, improvements, etc. To provide recommendations to the school's senior management team about best practice and strategic development of the catering operation.

Responsibility for Assets

Responsibility for all equipment, furniture, fittings within the school kitchens including cleanliness to standards demanded by Health & Safety and Food Hygiene Regulations, regular maintenance, replacement and security.

Contacts

Suppliers
School Staff
Catering staff
Pupils
School guests
Regulatory bodies (Environmental Health Officer, Local Government, Health & Safety, etc.)
Parents
Contractors
Consultants
Equipment manufacturers
Other schools and organisations related to catering matters

Range of Duties

All matters related to the operation and development of a busy school catering service. Example areas, although not exhaustive, are: -

Implementation of hospitality service for meetings and general events

Financial - Menu costing, stock control, staffing levels, portion control, budget management & setting, costing for functions & events, improving profit margins, accounting records, etc.

Food - Menu planning, ordering food and other supplies, receipt of orders, meal production and presentation, food quantities match demand, hygiene, introduction of new foods & meals, meeting School Food Trust requirements, etc.

Hygiene and Health & Safety - All hygiene matters, staff cleanliness, kitchen cleanliness, compiling cleaning schedules, COSHH, risk assessment, manual handling, staff training, adherence to regulations, dealing with complaints, etc.

Staff - Compiling staff rotas, staff utilisation and efficiency, supervision and management, training and development, safety, hygiene, customer service, etc.

Operation – Staffing levels & work loads, work flow, equipment utilisation, maintenance, repair and servicing, suggestions for replacement or new equipment to improve the operation, development of service, etc.

Improvement & Development – All aspects of the catering operation, food & meals, organisation, staffing, service, suppliers, environment, business growth to drive down catering subsidy, advising senior management on catering matters, etc.

Personnel Specifications

Minimum City & Guilds/NVQ 3 in basic catering or similar

Minimum Level 3 Food Hygiene certificate

Proven experience (at least five years) in supervising catering operations

Basic book-keeping knowledge

Experience of working in a school environment

Flexible and imaginative in handling staffing, organisational, and resourcing problems

Must be prepared to research, develop and drive improvement.

Good interpersonal skills