



Catering Manager Job Description

Job Title: **Catering Manager**

Grade/ Level: NJC
Grade M

Job Purpose:

The purpose of this post is to manage the school catering service and provision and to ensure that the service provided meets the required food safety and quality standards. Ensuring that the school meals and food meet the government's published School Food Standards to provide nutritious and healthy balanced meals to children at William Morris Primary School within an agreed budget.

To include responsibility for food safety, planning, ordering supplies, preparation and cooking of nutritionally balanced meals, budget control together with the supervision of staff allocated to work within the kitchen area. In doing this to ensure maximum effectiveness and efficiency.

Key Accountabilities:

1. Will be responsible for managing and leading the catering team, catering premises, budgetary control, meals production and service, ensuring that the service complies with all statutory regulations including food hygiene, health & safety
2. To ensure that the school's reputation for food quality and healthy eating regimes is enhanced within the school
3. To ensure good teamwork and support for the catering team
4. To prepare, monitor and report on the catering budget
5. The planning, ordering, receipt and storage of all meals beverages and snacks, including portion control, menu planning and costing, and when required, provision of special dietary requirements. Services to include breakfast club food, lunches and after school club food
6. Undertake skilled cooking activities and oversee the preparation of healthy, nutritionally balanced menus that meet and keep up to date with the Government's published School Food Standards standards for school lunches
7. The ordering of all non-consumable goods and services required to deliver the service.
8. Lead the development and execution of food allergy policies and safety guidelines
9. Oversee all aspects of allergen control, from ingredient sourcing to final plate delivery. Act as the primary point of contact for staff and parent queries and safety concerns regarding food allergies. Drive continuous improvement in kitchen protocols to protect children and staff with severe dietary restrictions
10. To undertake the organisation and supervision of food service areas
11. To undertake the supervision of staffing including allocation of duties, work rotas and basic routine training and induction in basic kitchen duties and in the safe use of general and specific catering equipment. To include responsibility for the supervision, recruitment and employment of temporary staff and completion of relevant documentation as required
12. To ensure and monitor the food safety and hygiene in the kitchen and surrounding areas. To include reporting on the condition of equipment and arrange ongoing maintenance and repairs as appropriate, supervising, participating and maintaining

appropriate records of routine cleaning tasks. Including Hazard Analysis and Critical Control Point for food safety

13. All Health and Safety matters, particularly, COSHH, risk assessments, and manual handling. Temperature records must be maintained daily
14. Maintain accurate and timely record keeping particularly with regard to stock control, food wastage, stock rotation, food orders, turnover receipts, invoices, productivity
15. The provision and completion of any audits and reports required by the headteacher, school business manager
16. Plan, develop and instigate lunchtime theme days/promotions to assist in achieving the required meal numbers to keep the service sustainable
17. Actively market and positively promote the catering service, including the preparation and printing of promotional materials
18. To share in the school ethos of promoting a positive approach to behavior management and team working across school

Supplementary Accountabilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Comply with health and safety policies and procedures at all times
- Treat all users of the school with courtesy and consideration
- Follow the Blue Kite Code of Conduct and contribute to a welcoming school environment which supports equal opportunities

Knowledge and Experience:

- NVQ 3 or equivalent qualification in catering
- A valid food hygiene certificate and Advanced Food Hygiene Certificate or working towards
- Knowledge and experience of leading allergy management
- Knowledge of specialist diets for health conditions and cultural and religious backgrounds.
- Effective written and oral communication skills
- Ability to lead a team positively
- Managerial experience
- Experience of financial procedures and producing management information.
- Good administration skills
- Previous experience of providing catering in the following or similar environments e.g. care home, day care centres, hostel, hotel, restaurant, school or other establishment where large scale catering is undertaken
- Ability to understand and provide a balanced nutritional diet to service users

Decision Making:

- Plan, develop and instigate the menu
- Line management
- Allergy management

Contacts and Relationships:

- Head Teacher, School Business Officer, Governors, Midday Assistants, Parents and

Pupils • Suppliers • Administrative support staff	
Creativity and Innovation: • Menu and rota preparation • Theme days	
Emotional Demands: • Sensitive handling of issues and information, such as free school meals and pupils with allergies • Work with colleagues, pupils and liaise with parents of children with food allergies/special dietary requirements • Line management	
Physical Demands • The work involves long periods standing • At certain points of the day the postholder will be expected to undertake bending, lifting and stretching in the course of their duties • Possibility of Slips, Trips and falls • Burns and Scalds • Lifting heavy objects • Machine operation	
In accordance with the provisions of GDPR Regulations May 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the school or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Blue Kite Trust's written procedures. The Blue Kite Trust is committed to Safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.	
Employee Signature:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date: