

JOB DESCRIPTION

Post:	Assistant Facilities Manager (Catering)
Reporting To:	Facilities Manager
Post Level & Grade:	Kent Scheme Grade F - 37 hours per week / 42 weeks per year
	Monday to Thursday 08:00am - 16:00pm Friday 08:00am - 15:30pm

Role purpose

This role involves taking responsibility for the smooth running of catering functions across the school, with the following key areas:

- Day to day effective operation and legislation compliance
- Ongoing promotion and development of the Catering provision
- Line Management of the catering team.

In addition to the above this role will involve deputising for the Facilities Manager when absent and working closely in a mutual support arrangement with the AFM (Site and Cleaning).

These areas are elaborated below:

Main duties:

Smooth running day to day site operations

- Ensure a vibrant and exciting catering provision, including menu development which engages students whilst balancing an overall healthy provision
- Maintain and operate an effective system to receive catering requests
- Ensure a smooth running and positive service experience for all students and staff
- Schedule requests within an appropriate timeframe and provide staff feedback as required
- Monitor the completion and quality of catering requests, addressing any issues as required
- Lead on ordering resources/ingredients for catering outlets, ensuring appropriate value for money. Stock take and manage resource levels in the most efficient manner
- Liaise with the Facilities Manager on where additional capital equipment may be required
- Act as the initial point of contact for all external agencies relating to catering, such as equipment contractors
- Manage catering for school events, such as open evenings. Liaise with the AFM (Site and Cleaning) as appropriate in such matters
- Support the Facilities Manager in addressing and responding to any COSHH or Health and Safety matters
- Ensure a clean, well presented 'High Expectation' environment in all catering outlets
- Be fully aware of all legal and compliance requirements relating to catering and ensure that the provision meets these requirements, including hygiene and allergy adherence
- Engage with internal and external audits/checks as required.

Ongoing promotion and development of the provision

- Liaise with staff and students on delivering 'specials' within the routine menu planning and special events such as Culture Day
- Regularly liaise with students and staff on how the provision can continually develop, including menu items and overall experience
- Work with the Facilities Manager in the general strategic development of the provision, such as developing outlets or promotions
- Engage with the Marketing Leader to ensure updates on Social Media and Newsletters
- Promote the provision at key school events such as open evenings
- Continually monitor the quality of provision and adapt where required.

Line management of catering staff

- Ensure there are clear and well managed staff rotas for catering staff
- Ensure appropriate catering staff cover, working with the Facilities Manager and Headteacher as required. This includes managing illness and holiday cover
- Ensure relevant staff complete appropriate school forms, including absence and overtime documents
- Ensure all catering staff are trained and adhere to all necessary policy areas, including safeguarding, and risk assessment aspects. Ensure staff complete appropriate safeguarding documentation and are aware of staff handbook expectations
- Ensure an appropriate staff training programme to be effective in their roles
- Provide appropriate opportunity for catering staff to discuss effectiveness of the operation and how to work efficiently
- Ensure all catering staff are aware of school events/operational details as relevant to their roles – including access to staff briefing notes as appropriate
- Ensure all catering staff complete appropriate safeguarding training and acknowledge completion in the school format. This includes reading KCSIE and school safeguarding policies.

Other

To undertake any other duties that the Headteacher may reasonably request.

Note

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

Qualifications	<ul style="list-style-type: none"> • GCSE in English and Maths at a minimum of a Grade C – or equivalent • Excellent numeracy and literacy skills.
Experience	<ul style="list-style-type: none"> • Experience of working within/managing a large-scale catering operation • Organising events including planning and evaluation • Working in an educational environment or setting (not essential).
Skills and Abilities	<ul style="list-style-type: none"> • Ability to demonstrate a positive and enthusiastic approach • Ability to organise and prioritise workload to achieve deadlines • Good communication and interpersonal skills • Being friendly and welcoming at all times to students, staff, parents and visitors • Ability to effectively use ICT and other specialist equipment/resources • Ability to work under pressure and work efficiently to meet deadlines • Ability to work effectively in a team but also take initiative and work independently where required • Ability to work confidentially • Display commitment to the protection and safeguarding of students.
Knowledge	<ul style="list-style-type: none"> • Knowledge of key food safety and hygiene legislation • Knowledge of COSHH • Awareness of Data Protection and confidentiality issues • Willingness to remain up to date with relevant training/knowledge.
Behaviours	<p><i>Behaviours which are compatible with our school vision, including:</i></p> <ul style="list-style-type: none"> • We achieve the best outcomes when all staff work together in a supportive collaborative environment • High expectations in all aspects of our work • Staff and students can 'enjoy the journey'. <p><i>In addition, we expect the following:</i></p> <ul style="list-style-type: none"> • A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students • Flexibility to work as required to achieve the best outcomes for students • Integrity and professional pride to do the job properly • Rigorous, consistent and logical approach to ensuring all procedures and policies are followed • Good sense of humour and ability to relate to colleagues, parents and students.

Organisation



Signed (Postholder): _____

Dated: _____

Headteacher: _____

Dated: _____