



# St Mary Magdalene C of E Primary School

Headteacher: Mrs S Pearson

**Post: Catering Manager**

**Grade: 4**

**Responsible to: Headteacher**

## **Key Responsibilities**

1. General supervision of the kitchen, including hygiene, training staff and all day-to-day operations
2. Responsible for the preparation & cooking of the meal, with assistance from kitchen staff
3. Supervision & delegation of work to all kitchen staff and midday supervisors
4. Take a lead role in supporting the school to encourage and implement healthy eating for both pupils and staff
5. Ensure the full potential of the catering operation is achieved in terms of turnover, profitability, quality of food and value for money for staff and students
6. Work within an agreed budget, monitoring this closely at all times
7. Maintain high levels of record keeping e.g. ordering supplies and monitor stock control to establish accuracy of costs are within budget
8. Ensure that deliveries of items are correctly recorded, stored and presented.
9. Oversee the preparation and cooking of food in accordance with agreed menus to ensure meals are prepared at the appropriate times
10. Coordinate the preparation and clearing of the dining facilities in line with agreed seating/serving plans.
11. Manage the pressure of working in a kitchen while directing a team during food preparation and service
12. Ensure meals are served at appropriate times and in the appropriate quantities/manner to meet pupils' needs and agreed catering standards.
13. Ensure that a high standard of hygiene is maintained in the kitchen, and that all catering staff understand and apply basic food hygiene principles.
14. Ensure the schools Health & Safety Policy is adhered to by making sure safe principles are adhered to when preparing and cooking food, and make sure that all kitchen staff are aware of these principles.
15. Plan a menu that is nutritious and appetising, offering a variety of ingredients and that the preferences of the pupils have been considered whilst also ensuring best value
16. Communicate with pupils in a manner that encourages them to try new and healthy food.
17. Ensure the menu minimises food waste and that any waste is disposed of appropriately



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18. Adhere to the school allergen and anaphylaxis policy, always ensuring pupil allergies are adhered to, amending the menu to account for individual pupil needs.
19. Where pupils have specific dietary needs or allergies, liaise and meet with parents to discuss a meal plan.
20. Adhere to the regulations pertaining to creating, cooking and serving a menu for school dinners, e.g. the school food standards.
21. Investigate ways to raise the profile of school meals and increase the take up
22. Assist with any additional catering required by the school other than the lunchtime meal
23. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
24. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
25. Ensure that effective, safe and professional standards are met by the kitchen team.
26. Train new employees on Health and Safety, COSHH and allergens and offer continued support to established members of the kitchen team.
27. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions

	Essential	Desirable
Experience	<ul style="list-style-type: none"> <li>• Basic level of education to GCSE level</li> <li>• NVQ Level 2 or 3 or City &amp; Guilds equivalent in Catering</li> <li>• Working in a catering environment</li> <li>• Leading a kitchen team</li> <li>• Knowledge of COSHH regulations &amp; HACCP</li> <li>• Excellent cooking skills</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certification</li> <li>• Working in a school catering environment</li> <li>• Line Management experience</li> <li>• Marketing experience</li> </ul>
Organisation	<p><b>Evidence of ability to:</b></p> <ul style="list-style-type: none"> <li>• Manage time and prioritise workload effectively</li> <li>• Identify (potential) problems and address these</li> <li>• Balance the demands of many responsibilities effectively</li> <li>• Maintain a clean and hygienic environment</li> <li>• Knowledge of hygiene regulations, management of health and safety and nutritional food standards</li> <li>• Maintain and file all paperwork to a legal standard</li> <li>• Ability to work within a budget</li> </ul>	
Specialist Skills and Knowledge	<p><b>Demonstrates:</b></p> <ul style="list-style-type: none"> <li>• Ability to follow written guidance, policies and procedures</li> <li>• Strong knowledge of all legal requirements of kitchen management</li> </ul>	
Disposition and attitudes	<ul style="list-style-type: none"> <li>• Advocate of the school's Christian ethos</li> <li>• High levels of integrity, resilience and emotional stability</li> <li>• Shows initiative and flexibility when faced with challenging situations</li> <li>• Demonstrates reliability and loyalty</li> <li>• Good timekeeping skills</li> <li>• Understand procedures and legislation relating to confidentiality and safeguarding</li> <li>• Undertake appropriate training as and when required</li> <li>• Remain calm under pressure and the ability to communicate with employees and pupils in a friendly and professional manner</li> </ul>	
Specific Requirements	<ul style="list-style-type: none"> <li>• Ability to exchange routine verbal information clearly with children and adults</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> <li>• Maintain confidentiality in all school matters</li> <li>• No serious health conditions that are likely to impair or impact upon job performance (that cannot be accommodated by reasonable adjustments).</li> <li>• Excellent attendance record in current employment (not including absences resulting from disability)</li> </ul>	