

# Job Description

## Deputy Catering Manager



This Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Deputy Catering Manager		
<b>School</b>	Arden Academy		
<b>Band and Salary</b>	Band C		
<b>Responsible to</b>	Catering Manager		
<b>DBS Check</b>	Yes - Enhanced Childrens'		
<b>Contract</b>	39 weeks - Term Time only including Inset days Hours dependent on the needs of the individual school		

### 1. Job Purpose

The post holder will assist the Catering Manager with the running of the Kitchen.

### 2. Key Responsibilities

**Must be able to run the kitchen when Catering Manager (CM) is absent.**

<b>2.1</b>	<b>Main Duties</b>
	<p>To assist Catering Manager (CM) to actively pursue initiatives to promote meals &amp; increase or maintain meal uptake. Menu planning and making staff aware of Allergens.</p> <p>Complete any necessary associated documentation required relating to the provision of meals and staffing (e.g. recording food temperatures, meals served, hours worked etc).</p> <p>Assist CM in organising staff rotas, ongoing training of staff within the unit and online training. Ensure all staff have knowledge of all job roles in the kitchen.</p> <p>Assist the UCM on making the staff aware of Allergens and keeping the customers safe. Training up to date. Keeping all Allergen matrix up to date.</p> <p>Operate the till system and assist with monitoring of meals recorded.</p> <p>Develop and maintain effective communication and relationships with all our customers and staff, responding to individual needs to promote and develop quality services.</p> <p>Assist CM with ordering supplies, checking prices, stock rotation. Record invoices, credit notes etc. This should include regular sessions on the computer, eg; end of day, online ordering etc</p> <p>To be responsible for new staff training on equipment and all job roles. To ensure probation paperwork for new staff is completed on time.</p>

	<p>Comply with any other reasonable instructions given by the Catering Manager.</p> <p>Follow relevant Health and Safety regulations and correct hygiene and safety procedures at all times.</p> <p>Set and maintain a high standard of food quality presentation and service to increase up-take of meals.</p> <p>Assist in the development of and ensure the effective promotion of the service through merchandising and marketing in accordance with Arden Multi Academy Trust policies.</p> <p>Be immaculately presented in the correct uniform and maintain good personal hygiene at all times.</p> <p>Any other duties consistent with the job purpose, role and grade, including training or catering outside normal working hours or during holidays and working the designated Cleaning Days/Inset Days.</p>
<b>2.2</b>	<b>People</b>
	Assist CM in managing the catering staff.
<b>2.3</b>	<b>Safeguarding</b>
	The Trust is committed to keeping children, young people and adults at risk safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and adults at risk for whom she/he is responsible or comes into contact with.
<b>2.4</b>	<b>Financial</b>
	<p>To assist in the monitoring and control of all relevant financial and administration systems, liaising with your CM to meet existing and future requirements.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Using the till system</li> <li>• Cashless system</li> <li>• Portion control</li> <li>• Minimise wastage</li> <li>• Use of standard menu and supporting recipes</li> <li>• Stock control</li> </ul>
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	Ensure the safe and proper use of any relevant buildings and equipment in accordance with Trust Policy.
<b>2.6</b>	<b>Health &amp; Safety</b>
	<p>Health and safety laws require all employees to help the Trust maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Trust, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.</p> <p>All duties and responsibilities must be carried out in line with the Trust's Health and Safety Policy and any local safety procedures.</p>
<b>2.7</b>	<b>Information Management</b>
	As an employee of Arden Multi Academy Trust, the post holder will be expected to manage information in accordance with standards outlined in the relevant policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its

		sensitivity, and that it complies with the provisions of the Data Protection Act 1998.
	<b>2.8</b>	<b>Policies &amp; Procedures</b>
		The post holder will be accountable for ensuring that he/she is aware of relevant Trust policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
	<b>3.</b>	<b>Other Conditions</b>
	<b>3.1</b>	<b>Mobility</b>
		Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Trust.
	<b>3.2</b>	<b>Equal Opportunities</b>
		Arden Multi Academy Trust is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and
	<b>3.3</b>	<b>Variations to Job Descriptions</b>
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust therefore retains the right to amend job descriptions to reflect changing requirements.
	<b>3.4</b>	<b>Training and Development</b>
		The Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs and to maintain a professional portfolio of evidence to support the Appraisal process, evaluating and improving own practice.
	<b>3.5</b>	This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Chief Executive, Headteacher or the incumbent of the post.