



**Steel City**  
Schools Partnership

Recruitment information  
for the position of

**Catering Operations  
Manager**

**Steel City Schools  
Partnership**

## JOB DESCRIPTION

RESPONSIBLE TO	Head of Estates
RESPONSIBLE FOR	Catering staff across SCSP
HOURS	Full time (37 hours) / 41 weeks
SALARY	Grade 9 £47,181 - £51,356 (pay award pending)
RELEVANT QUALIFICATIONS	Significant experience in the catering industry and at least 5 years in a supervisory or management role.  Applicants must hold the following qualifications: <ul style="list-style-type: none"><li>• HCIMA</li><li>• NEBOSH</li><li>• C&amp;G 706 1&amp;2</li><li>• NVQ L4 food preparation and cooking</li><li>• L4 / Advanced Hygiene &amp; Food Safety</li></ul>

### GENERAL ROLE DESCRIPTION:

- To lead the strategic direction and development of the catering function within Steel City Schools Partnership, promoting and delivering the service.
- To provide consistently high-quality meals and service / hospitality to pupils, staff and Trust stakeholders.
- To ensure compliance and organisation of the catering provision across the Trust in accordance with the required standards and statutory regulations.
- To ensure the efficient and economic use of all allocated resources to meet the rigorous standards required.

### CORE DUTIES & RESPONSIBILITIES TO INCLUDE

- Lead the direction of SCSP's school meal service to maintain and build upon the take up and deliver an annual growth plan.
- Ensure that existing and future business activities are profitable and operate within agreed performance criteria.
- Achieve the food standards and customer care expected of an excellent service.
- Ensure the food hygiene regulations and external standards and guidelines are met.
- Ability to advise and guide schools on a range of service specific requirements and developments, meal prices, food choices, service types.
- Motivate and enhance existing and future employees to deliver the agreed outcomes.

### KEY ACCOUNTABILITIES

#### Motivating & Managing Staff

- To line manage the catering teams within the Trust school, ensuring an effective and efficient service, by delivering training, managing performance and modelling effective behaviours.

- To ensure effective communication between kitchen staff, pupils and other school staff and stakeholders.
- To plan for and chair regular team meetings with catering staff in order to ensure effective and ongoing communication of Trust catering needs.
- To undertake the recruitment, induction, appraisal, training and mentoring of catering staff across the sites, to ensure the effective running of the provision.
- Manage staff sickness absence in line with SCSP policy
- Develop key performance indicators with cooks / supervisors and evaluate quarterly.

### **Meal Planning & Menu Provision**

- To plan, operate and control the production and service of school meals and other catering requirements.
- To plan and develop menus, ensuring that all meals and refreshments are of optimum nutritional value and comply with government school food standards across all sites.
- To ensure that specific dietary and cultural requirements are catered for e.g. halal, allergy and medical.

### **Safety & Hygiene**

- To be responsible for the overall cleanliness and hygiene of the kitchens, dining halls and associated areas.
- To be responsible for the catering premises and equipment, ensuring these are maintained and operated to statutory standards across all sites.
- To implement and adhere to safe and hygienic working practices and regulations by ensuring that only authorised staff operate and clean specific machinery.
- To adhere to and implement relevant statutory standards (including COSHH, HACCP Regulations/Health and Safety Standards & Food Hygiene Regulations).
- To undertake frequent checks on the personal hygiene of kitchen staff, dining room and kitchen areas.
- To undertake Food Safety Audits
- To develop and implement correct procedures for handling storing chilled and frozen foods.
- To ensure that staff attend training as appropriate (e.g. health and safety, food preparation, hygiene, first aid, etc)
- To oversee the safe and hygienic disposal of rubbish

### **Procurement**

- To purchase light equipment, materials, food and drink stocks within budgetary limits and in line with the Trust's financial regulations.
- To oversee the delivery, checking and inspection of all light equipment, materials, food and drink stocks.

- To regularly check suppliers' prices in order to ensure that stock and other supplies are purchased economically whilst maintaining a high level of quality within agreed budgets.
- To monitor and manage food and drink stocks and other supplies, maintaining an up-to-date record of all these at all times and avoiding wastage and deterioration.
- To produce month end stock valuations.
- Supplier benchmarking

### **Commercial Responsibility**

Analytical reporting on the following:

- Meals per staff hour
- Cost per meal
- Waste analysis
- Stock valuation
- Profitability

### **Finance**

- To assist the Chief Officer Operations in preparing the annual catering budget for each school.
- To achieve sales targets and maintain food, staffing and other non-pay costs in accordance with the catering budgets.
- To produce sales, costs and waste analysis when required by the Chief Officer Operations.
- To assist the school based office teams with day to day requirements and the month end accounting process.
- To ensure all financial information required for the annual closedown of accounts process is provided in a suitable and timely manner.
- To respond to requests for information, both financial and non-financial, from the Chief Officer Operations and Head of Finance in a timely manner as required.

### **Marketing & Promotion**

- To ensure that merchandising procedures and aids are applied to sustain interest in the range of food and beverages being offered and that, when appropriate, effort is made to increase sales.
- To develop and maintain good working relationships with Trust staff, pupils and other customers through marketing and email promotions.
- To effectively represent the Catering Department at any Catering or other meeting required.

### **Support for Pupils and Staff**

- To provide prompt and high-quality hospitality services for meetings and functions as requested by senior managers across the sites (including governors' meetings and Trustee meetings)

- To participate and contribute to wider school activities relating to the catering service, nutritional values and education and food technology.

### **Administration**

- To carry out all administrative activities in respect of Catering controls and records, ensuring that proper returns are made as necessary
- Update food and allergy policies as necessary

### **Data and Technology**

To develop, implement and maintain:

- Catering management systems
- Meal ordering systems
- Cashless payment systems
- KPI dashboards
- Data-driven performance reporting

### **Statutory**

- To work within a framework of best practise governed by the relevant occupational standards to support excellence in teaching and learning.
- To promote the safety and wellbeing of students, ensuring that the Trust's Child Protection and Safeguarding policies and procedures are promoted and followed at all times
- To be responsible for your own health and safety and that of pupils and your colleagues, in accordance with the Health and Safety at Work Act.

### **Culture**

- To promote diversity and equality of opportunity in all of the Trust's work and practices
- To build a Trust wide staff culture where everyone is valued, respected and well equipped to perform their role and respond to the changing landscape.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect the changing needs and circumstances. The job holder is expected to comply with any reasonable requests.

Steel City Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.