

## **Catering Manager Job Description**

**Reporting to:** Estates Manager  
**Salary Scale:** NJC Grade C2 Points 12-25  
**Contract type:** Full Time Permanent

### **Main Purpose:**

To provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards.

### **Duties and responsibilities:**

#### **Meal planning and provision**

- Oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
- Plan varied and nutritious menus in advance
- Negotiate best-value contracts with authorised suppliers to ensure the cost effectiveness of the catering service and ensuring that all factors combine to generate a cost-effective catering service
- Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
- Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
- Ensure the refectory and dining areas are maintained to a high standard of cleanliness and presentation following each break and lunch service, liaising with relevant staff to promote a safe, welcoming and hygienic environment for all students and staff.

#### **Staff management**

- Supervise and deploy catering staff to ensure efficiency and high-quality food provision for both staff and students
- Prepare and manage the duty rota, delegate tasks appropriately to staff, and ensure the smooth running of the team
- Carry out performance management duties and make sure all staff in the team have relevant, required training
- Promote morale and wellbeing among the catering staff

#### **Health and safety**

- Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy
- Ensure that the kitchen and dining area are kept clean and hygienic including the three food outlets
- Ensure that kitchen equipment is used safely and according to operating manuals
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
- Arrange for all necessary repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs. Where repair or replacement exceeds the agreed budget, discuss this with the Estates Manager.
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform
- Record all accidents and incidents.

**Financial**

- Establish a development plan for the catering service in line with the Trust’s aim and objectives.
- Manage the catering budget, including the monitoring and review of expenditure and income.
- Establish a pricing structure in line with the Trust’s charging policy and any budgetary constraints.
- Ensure financial procedures and activities are carried out within the catering service in accordance with the Trust’s requirements.
- Carry out stock-take procedures as required.

**Other areas of responsibility:**

**Staff Appointments**

- Assist in the recruitment and selection of catering staff.
- Carry out induction and training for staff members.

**Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.

**General**

- Support the Senior Leadership Team (SLT) in promoting and maintaining high standards of student behaviour and conduct within the dining areas, reinforcing school expectations and contributing to a positive dining experience for all
- Keep up to date as required with catering, food hygiene and health and safety regulations.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the governing body.
- Uphold the school’s policy in respect of child protection and safeguarding matters.
- The postholder shall be subject to all relevant statutory and institutional requirements.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school’s performance management scheme.
- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

**Employee Name:** .....

**Signature:**..... **Date:**.....

..... **Date:**.....

**Signed On behalf of Rainham Mark Education Trust**

## Person specification

CRITERIA	QUALITIES	
	Essential	Desirable
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• Educated to at least GCSE grade C standard or equivalent in English and mathematics.</li> <li>• Experience of working in a catering environment. (at least three years)</li> <li>• Proven experience of cooking and catering in a professional capacity</li> <li>• Line management of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Further education qualification(s) in relevant field.</li> <li>• Experience of working in a school or similar establishment.</li> <li>• First aid qualification or willingness to gain one.</li> <li>• Level 2 Food Hygiene Certificate</li> </ul>
<b>Knowledge and Skills:</b>	<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with students and colleagues.</li> <li>• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals.</li> <li>• Able to work as part of a team.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Able to lead, develop and motivate a team of staff</li> <li>• Understanding of current legislation and requirements included in the DFE guidance for the provision of school meals</li> <li>• Understanding the importance of health and safety, food hygiene and environmental health regulations in a catering environment</li> <li>• Managing and monitoring a budget and providing reports</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the importance of health and safety and food hygiene in a catering environment.</li> <li>• Ability to cater for specific individual needs.</li> <li>• Effective IT skills.</li> <li>• Administrative skills.</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Initiative and ability to prioritise own work.</li> <li>• Enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of safeguarding children.</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Commitment to the Trusts' ethos and aims.</li> </ul>	