

## Job Description

<b>Job Title:</b>	Catering Manager	<b>JE Ref No.:</b>	JE02
<b>Grade:</b>	SVT 7	<b>Working Hours:</b>	37
<b>Responsible to:</b> School Business Manager			
<b>Responsible for:</b> Catering Staff			
<b>Contacts (i.e. pupils/visitors/contractors):</b> Pupils, Staff, Visitors			
<b>Special Conditions (i.e. term time//plus days):</b> Term Time			

### Job Summary

To provide operational oversight of the catering provision within an agreed budget. Prepare, cook and serve quality meals in hygienic conditions to pupils and staff within the schools. Manage and direct all kitchen staff to ensure a quality service and maintain records as required. To ensure a prompt and professional response to any reasonable school request. Lead with the cleaning of the kitchen and equipment. Liaise with the catering consultancy company regarding catering operations, menus change and menus updates.

The post-holder will be expected to work within the school's ethos of "excellence for all" and in accordance with the school's procedures and policies.

### Your current duties and responsibilities are:

- To organise and ensure that the Trust's and School's policies are followed.
- To support the Head Teacher and the School Business Manager in providing a safe, enjoyable and quality catering service and dining experience for children, staff and general visitors.
- Responsible for health and safety with regards to all aspects of food handling and production including delivery, storage, stock, menu preparation, allergies, meal presentation, service and waste. Ensure compliance with Relish Catering Service procedures and national standards.
- Responsible for health and safety within the catering and dining areas including chemicals, machinery and tools, and cleaning. Ensure compliance with Relish Catering Service procedures and national standards.
- Responsible for all menus preparation/adjustments, planning, organisation and delivery.
- Proactively manage the catering budget to maximise value and minimise waste.
- Line management of Senior Catering Assistant and Catering Assistants including training and induction, monitoring, support and supervision by complying with the appropriate Health and Safety Regulations and the employment of safe working practices.
- Oversee the scheduling/overtime of all catering staff to meet the bookings pattern and catering service required.
- Management of catering machinery and equipment, its servicing, checks, replacement, and report to the School Business Manager or the Site Manager.
- Management of the furniture and furnishings of the dining area, crockery and cutlery to ensure dining is an enjoyable and socially positive experience.

- Responsible for the cleaning management, care and proper use of all equipment and to make due report of any defects, faults and repairs
- Ensure Quality Assurance Procedures are adhered to, records completed as necessary and procedures monitored.
- To ensure the general cleanliness of the kitchen.
- General and organisational duties including attending staff and other meetings as appropriate, participation in staff training and development and maintaining appropriate records.
- Responsible for dining systems, including servery and clearing of plates and tables to maximise the dining experience for visitors.
- Responsible for the catering inventory and keeping it up to date.
- Responsible for the completion of records and documentation within catering including Risk Assessments, time sheets, training records, temperature readings, cleaning records and expenditure.
- Responsible for the food stocks control, maintaining stock records and ensuring the correct completion and submission of all appropriate returns and records
- Close working relationships will also be need with the Head Teacher, the Business Manager and Relish in the preparation of reports and the need to communicate key information.
- Any other duties as may be appropriate to achieve the objectives of the post.
- Periodic attendance at training courses during term time / school holidays /closures, as required.
- Participate in the operation of the School's' Appraisal Scheme.
- Liaise with SBM to achieve operational objectives.
- Be able to complete any other reasonable task as requested by SBM or SLT ensuring that the appropriate Food Hygiene Regulations and legislation are adhered to at all times, this includes the personal and general hygiene for the staff, the kitchen and the equipment

It is your responsibility to carry out your duties in line with Council's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and also the Equalities Act 2010.

All staff within the service area will be expected to accept reasonable flexibility in working arrangements to reflect the changing roles and responsibilities of the Council. Such other duties as may be appropriate to achieve the objectives of the post to assist the thematic area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must at all times carry out his/her responsibilities with due regard to the Stour Vale Academy Trust's policies and procedures.

## Personnel Specification

<b>Job Title:</b>	Catering Manager	<b>JE Ref No.:</b>	JE02
<b>Grade:</b>	SVT 7	<b>Working Hours:</b>	

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

No	Categories	Essential	Desirable
<b>QUALIFICATIONS &amp; EXPERIENCE</b>			
1.	NVQ Level 3 in Catering Management		◆
2.	Cooking or equivalent in terms of qualification and experience	◆	
3.	Certificate in H&S food preparation	◆	
4.	Food Hygiene Certificate Level 2	◆	
5.	Must comply with Nutritional Standards, Food Hygiene and Health and Safety regulations	◆	
6.	To adhere to the Allergen legislation Dec 2014 and Natasha's Law Oct 2021	◆	
7.	Understanding of the day to day management and development of teams, including dealing with staff issues.	◆	
8.	Proven experience of delivering high quality food and service working within budget constraints.	◆	
9.	Proven experience of running an operational kitchen with a strong emphasis on attention to detail and consistency.	◆	
10.	Commercial and or professional catering experience on a large scale	◆	
11.	Proven experience of working in a fast-paced environment with delivery deadlines.	◆	
12.	Relevant experience of menu development, producing home cooked food and promoting healthy eating choices to customers.	◆	

13.	Experience of prioritising and planning team tasks and activities.	◆	
14.	Experience in identifying resource issues and their resolution	◆	
<b>KNOWLEDGE AND SKILLS</b>			
15.	Excellent communication skills and customer care skills	◆	
16.	Good knowledge of catering service delivery menu planning and budgeting.	◆	
17.	Knowledge of catering production and management, in educational environment		◆
18.	Hands on knowledge of running an operational kitchen.	◆	
19.	Excellent knowledge of relevant legislation and policy including Health & Safety and food hygiene standards	◆	
20.	Allergen legislation awareness is essential, along with knowledge of the Government Food Standards for Education.	◆	
21.	Should be practically oriented person.	◆	
22.	Should be able to make some decisions regarding menus and diet etc.	◆	
23.	Practical craft and cookery skills.	◆	
24.	Computer knowledge is also desirable, to be able to produce kitchen reports.	◆	
25.	Record and book keeping skills	◆	
26.	Use of chemicals COSHH and PPE	◆	
<b>PERSONAL QUALITIES</b>			
27.	Highly professional approach to colleagues, visiting staff and pupils.	◆	
28.	Able to work independently, to self-motivate and self-organise.	◆	
29.	Able to prioritise and work under pressure of conflicting demands.	◆	
30.	Ability to work occasional weekends and evenings.		◆
31.	Able to communicate with pupils/staff courteously and consistently at all levels.	◆	
32.	Excellent organisational skills.	◆	
33.	Effective team leader.	◆	
34.	Good team player.	◆	
35.	Able to motivate others.	◆	
36.	Flexibility. Initiative and resilience.	◆	
37.	Attention to detail.	◆	

38.	To be approachable and dependable.		
-----	------------------------------------	---	--

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.