



# JOB DESCRIPTION

## Catering Manager- Secondary

<b>REPORTS TO:</b>	Senior Catering Manager
<b>PAYSCALE:</b>	Band 4, Point 19-28 (£29,652.28 - £36,003.44) inclusive of inner fringe
<b>LOCATION</b>	Epping St John's School, Bury Ln, Epping CM16 5JB
<b>TERMS:</b>	37 hours per week, 41 weeks per year (Term Time + Inset Days + 2 weeks)
<b>CONTRACT:</b>	Permanent/Part Time

### PURPOSE OF THE JOB

- Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the Trust.
- Plan and manage the development of the Academy Catering Provision for Pupils, Staff and Special Events
- Maintenance of the highest standards of personnel management, hygiene and health and safety.

### Liaison with:

- The post-holder is expected to liaise with catering staff, academy staff, Trust Central Team, academy specialist support and suppliers

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

### Specific Responsibilities

#### Catering

- To be responsible for the preparation and presentation of all food to the required statutory regulations and Trust standards.
- To ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation.
- To order raw materials and supplies, check deliveries and ensure all raw and ready to eat food is stored correctly.
- To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe standards.
- To ensure all staff adhere to the portion standard yields as stated within the recipe standard and required by the Trust.
- To be responsible for the monitoring of menu planning and ordering.
- To ensure the prompt service of all meals, breaks and functions provided, as required by the Headteacher.
- To implement local promotions/theme days, as required.
- To ensure that all catering activities are carried out in line with the Trust catering budget.
- To ensure any comments regarding the catering operation - positive or otherwise, are noted and acted upon appropriately.
- To plan, implement and review a cycle of healthy balanced menus to be revised at regular intervals as instructed by The Trust
- To adjust the menu to eliminate unpopular or costly items.
- To purchase all supplies through agreed suppliers and advise the Senior Catering Manager of any unsolved difficulties with suppliers.
- To be responsible for stock control and rotation of stock.
- To occasionally organise special functions, which may be outside of normal working hours.
- To make provision for catering services and catering supplies that will be required throughout the Academy and charge to relevant cost centres

#### Financial Managements

- To ensure that all aspects of the Trust Finance Regulations are followed throughout the catering operation
- To work with The Trust to develop a business plan and operational plan for the catering operation
- To have in place procedures to monitor progress against the business plan and operational plans
- To ensure there is a fully costed menu, with sufficient information to ensure portion control
- To prepare daily, weekly and monthly trading records highlighting significant variances to the operational plans
- To actively monitor satisfaction with food provided on a weekly basis
- To maximize 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
- To review and monitor all purchasing procedures to ensure Best Value is achieved

## **Communication:**

- To maintain regular contact with the Senior Catering Manager, Central Estates Team, HR Team, Headteacher, other senior managers and the Finance staff.
- To actively monitor satisfaction with food provided on a weekly basis.
- To hold regular team meetings/briefings with all catering staff and liaise with senior managers, as required.
- To be responsible for the immediate reporting of staff absences to the Senior Catering Manager and Trust HR Administrator
- To contribute to Pupil Council Meetings

## **Team Leadership**

- To assist with the recruitment and induction of all new members of the catering staff.
- To assist with the monitoring of staff performance, providing training and development as necessary.
- To participate in the Performance Management of the catering staff
- To be involved in the discipline of staff in accordance with the Trust Procedure, as required.

## **Health and Safety**

- To report all accidents and unfit foods.
- To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.
- To ensure that the cleaning schedule is complied with and carry out cleaning as required.

## **Other**

- To take all necessary steps to ensure maximum security of kitchen supplies and equipment.
- To undertake the appropriate promotion and marketing of the catering service.
- To identify and recommend improvements and cost savings to the benefit of the Trust

***All posts at the Academy are exempt from the Rehabilitation of Offenders Act 1974 and you must therefore disclose all police cautions or convictions for a criminal offence.***

## **Safeguarding Children**

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

## **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

## Person Specification – Catering Manager

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Relevant qualifications to an accredited Level 3 Supervising Food Safety and Health and Safety  Ensure the operational efficiency, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management.
	Knowledge of relevant policies and procedures	Extensive knowledge of personnel management, hygiene and health and safety.  Knowledge of First Aid.  General understanding of the operation of a school.  Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
	Literacy	Reading and writing skills.
	Numeracy	Ability to count and undertake calculations.
	Technology	Ability to use basic computer programs such as Word/Excel
	<b>Communication</b>	Written
	Verbal	Listening Skills.  Ability to exchange verbal information clearly with children and adults.
	Languages	Use initiative to overcome communication barriers with children and adults.
	Negotiating	Ability to consult effectively with children and adults.
<b>Working with children</b>	Behaviour Management	Understand and implement the Academy behaviour management policy.
	SEN	Understand and support the differences in children and adults and respond appropriately.
	Curriculum	Understanding of the learning experience provided by the school.
	Child Development	Basic understanding of the way in which children develop.
	Health & Wellbeing	Understand the importance of physical and emotional wellbeing.

<b>Working with others</b>	Working with partners	Understand the role of others working in the Academy.
	Relationships	Ability to build open and honest relationships.
	Team work	Work effectively as part of a team. Ability to work independently. Know when and how to seek support. Know when and how to hand over control. Knowledge of own position within a team environment and the boundaries which apply.
	Information	Ability to provide timely and accurate information.
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills.
	Line Management	Ability to manage and support the work of others.
	Time Management	Ability to manage own time effectively.
	Creativity	Demonstrate creativity and an ability to resolve problems independently.
<b>General</b>	Equalities	Demonstrate a commitment to equality.
	Health & Safety	Good understanding of Health & Safety.
	Child Protection	Understand and implement child protection procedures.
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality.
	CPD	Be prepared to develop and learn in the role.