

Job Description

Responsible to: Business Manager

Responsible For: Catering Staff

Grade 6: SCP 20 - 25

Hours of Work: 35hpw – Term time + 1 week (training days) + 1 week (additional days)

Special Conditions:

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary:-

- To develop, improve and manage the provision of a high-quality catering service that is efficient, effective and meets the relevant standards and regulations.
- To manage and lead the Academy catering team to produce a high-quality service to our students and staff.
- To provide an effective catering service to students before school, during morning break, lunch times and after school on request.
- After school catering/events.

Duties and responsibilities:-

- To be responsible for the preparation, cooking and service of food ensuring that efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained.
- To devise, plan and prepare varied food menus with the catering team in accordance with current Government Food Standards, considering the dietary needs and preferences of pupils and staff.
- To plan, operate and control the production and service of food related duties. To devise set programmes of work for catering staff and to supervise the work of the catering staff on a daily basis.
- Ensure catering outlets are suitably resourced to meet customer expectations and service standards.
- To order all food goods and other commodities required from the recognised suppliers in accordance with the catering requirements of the Academy. To ensure subsequent deliveries are accurate, checked off and any queries dealt with.
- Manage supplies/ stock levels to meet service schedules and hospitality bookings as required.
- Ensure compliance with laid down procedures and rules including health and safety, COSHH and food hygiene.
- Collate and analyse sales information to inform future production and meet customer needs.
- Record safety issues and action necessary alterations where appropriate.

Catering Manager

- To undertake and complete all statutory training as required.
- Marketing & Promotion
 - Market the service to pupils and staff, plan theme day activities/ menus and encourage meal take up.
 - Develop and review services and products
 - Implement new ideas and promotions
 - Promote healthy eating within the school
- Health, Safety and Hygiene
 - Control of Health and Safety and Hygiene.
 - Keep abreast of changes to Health and Safety and food hygiene requirements and implement appropriate changes.
 - Ensure paperwork is in place to monitor environmental health and food hygiene.
 - Ensure the necessary food checks and record keeping required for environmental health and food hygiene purposes are undertaken.
 - Ensure storage and management of food and other consumables are in line with health and safety and hygiene regulations.
 - Ensure the effective cleaning of kitchens, equipment and surrounding areas is undertaken.
- Teamwork and communications
 - Closely supervise all areas of the service.
 - To participate in the recruitment and induction of new catering staff
 - Assist in the performance management and assessment of the catering staff
 - Develop and motivate the catering team
 - Identify team training and development needs
- Customer Care
 - To ensure that food is well presented and served in the correct manner.
 - To maintain good relationships with all teaching staff, students and work colleagues.
 - Monitor customer satisfaction levels

Other duties:-

Such other duties as may be reasonably required by the Principal/SLT/Line Manager.

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies.

Use of ICT as required.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification – Catering Manager

Category	Essential	Desirable	Method of Assessment
Qualification and Training	<ul style="list-style-type: none"> Basic Language, literacy and numeracy skills Relevant catering and hospitality qualification (eg. NVQ Level 3 in Catering or equivalent cookery craft qualification) Level 3 Food Hygiene qualification or willing to achieve Willing to attend relevant training 		Application Form Interview
Experience	<ul style="list-style-type: none"> Proven experience in catering management, ideally in a large educational setting Experience of supervising or leading a team successfully 	<ul style="list-style-type: none"> Experience of budget management and procurement 	Application Form and Interview
Skills and Knowledge	<ul style="list-style-type: none"> Knowledge of food safety regulations and nutritional standards Strong leadership and team management skills Knowledge of Health and Safety Legislation Familiarity with school food regulations and healthy eating initiatives Able to work under pressure and meet deadlines in a fast-paced environment Creative and able to use own initiative Competent user of ICT, ie send emails, use cashless catering system, basic WORD & EXCEL, etc 		Application Form and Interview
Personal Attributes	<ul style="list-style-type: none"> Flexible, friendly and approachable manner, with the ability to communicate effectively with people at all levels Able to provide food that is good quality, paying attention to detail and presentation. Willingness to work flexibly to meet the requirements of the post Commitment to equality of opportunity and the safeguarding and welfare of all students. 		Application Form and Interview.
Physical Demands	<ul style="list-style-type: none"> Required to stand for long periods with some carrying of weights Exposure to heat and noise in the kitchen 		Interview