



SUPPORT STAFF: JOB DESCRIPTION & PERSON SPECIFICATION

Position Title	Catering Manager
Reporting to	Catering Lead
Hours	25 hours per week for 39 weeks per year
Grade/Point	SPD10

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

Job Purpose:

- To manage the cooking and serving of nutritious food to our children and staff and provide an efficient and high-quality service across our family of schools.
- To work closely with and support the Catering team with the day-to-day running of the kitchen, including compliance and health and safety.

Main Duties and Responsibilities:

- Comply with all aspects of the Health and Safety at Work Etc. Act 1974, the food safety Act 2006, the food safety, and hygiene regulations 2013 and all other relevant legislation.
- Manage the daily provision of a catering services and production kitchen.
- Work in conjunction with our catering partner.
- Line Manage Catering staff and ensure that kitchens are being run efficiently and safely to provide meals for children within Chagford Primary School and other Trust schools as and when required.
- Be aware of and comply with all procedures set down in the site operations manual.
- To work within the establishment's budget for food, sundries, and labour.
- To produce healthy, nutritionally balanced, and tasty meals.
- Work with senior leaders, children and staff to plan menus that reflect stakeholder's choices.
- Promote and encourage healthy food choices.
- To always provide excellent service.

Responsibility for Resources:

- Day-to-day care of light and heavy catering equipment.
- Use and storage of chemicals, cleaning equipment and personal protective equipment.
- Food and disposable item stocks, and rotation of food stock items.

Job Activities:

- Day-to-day preparation and cooking of food to agreed standards and procedures.
- Manage training for all catering staff.
- Delegation of duties to kitchen staff, being the initial point of contact for any concerns arising from kitchen staff.
- Manage catering outside the normal working day as and when required.



- Manage staff inductions and on-the-job training for staff in the kitchen environment.
- Complete kitchen documentation on a daily, monthly, and annual basis as procedures in site operations manual.
- Day end.
- Temperature test of food and record results.
- Complete monthly financial documentation and stock taking.
- Report to senior leadership on finances, meal sales and monthly progress report.
- Ensure the kitchen is always a hygienic environment.
- Ordering of food and catering disposables.
- Maintain good communications with school staff and pupils with day-to-day customer requests, queries, and comments.
- To actively promote the service to attract the maximum number of customers.
- Reporting any building or equipment faults to either their Line Manager or Caretaker.

Data Protection / General Data Protection Regulations Compliance

The Privacy Notice sets our general principles in relation to Data Protection and the General Data Protection Regulations. You should also abide all Trust policies relating to the use of data including but not limited to:

- Acceptable Use Policy
- Records Retention Policy
- Personal Data Breach Procedure
- Employee Code of Conduct
- E-safety Policy
- Social Media Policy
- Use of Personal Devices Policy

Our Privacy Notice for Employees explains how we use your personal data.

You should note that a duty of confidentiality applies to all personal data seen prior to the first day of employment.



Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Professional Qualifications and Learning	<ul style="list-style-type: none"> • 5 GCSEs at grade C/4 and above, or equivalent; Including English & Maths • Relevant training in operating a commercial catering kitchen 	<ul style="list-style-type: none"> • Relevant health and safety awareness training Level 3 Food Hygiene Certificate
Experience	<ul style="list-style-type: none"> • Good range of cooking skills • Proven track record and practical experience of large-scale catering and large-scale food production • Practical experience of operating a large-scale commercial catering kitchen • Knowledge of nutritional requirements of school aged children • Knowledge of HACCP • Knowledge of COSSH 	<ul style="list-style-type: none"> • Knowledge of Manual Handling in a catering environment • Knowledge of school meals service
Skills	<ul style="list-style-type: none"> • Administrative skills relating to stock taking tasks • Good numeracy and literacy skills • Ability to follow guidance set out in the operational manuals • Ability to manage a team effectively • Ability to input financial data accurately using Trust procedures and documentation 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to communicate at all levels both verbal and written • Commitment to the Trust's Equal Opportunities Policy • Embodies the Trust's vision and values • Resilient and able to work to deadlines • Well organised • Able to work off own initiative • Ability to work and contribute to the team 	<ul style="list-style-type: none"> • Committed to personal and professional development.



	<ul style="list-style-type: none">• Willingness to work flexibly when required, across the Trust• Displays understanding & commitment to the protection and safeguarding of children and young people	
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Dartmoor Multi Academy Trust is an equal opportunity employer.

All schools in The Dartmoor Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

You will have undertaken an Enhanced Disclosure via the Disclosure Barring Service (DBS).

Signed.....

Dated.....