



**Job Description for the post of:** Catering Manager

**Salary:** Grade 6 Point 11-19 – FTE 0.82 [£23,076 – £26,290]

**Responsible to:** The Headteacher and directly to the School Operational Manager

**Core Purpose**

As Catering Manager, you will be responsible for the development and management of our in-house catering service and for delivering an effective and efficient catering facility. This will encompass the supervision, training and development of staff; planning, controlling and directing the production and service of high quality, nutritious meals; maintaining agreed standards in relation to food and kitchen hygiene and; ordering and managing the stock control of a range of supplies and equipment within an agreed budget.

**Core Duties:**

- To supervise, direct and support staff including the allocation of duties and work rotas and the dissemination of school information.
- To continually review our food provision and lead on menu development in line with government requirements and guidelines.
- To plan, control and direct the production and service of high quality, nutritious meals on a termly three-week cycle of menus considering all dietary requirements.
- To work with staff and pupils to support the aims of the school, ensuring that the philosophy of inclusion continues to be the experience of our pupils.
- To maintain agreed standards of cleanliness and hygiene of premises and equipment.
- To be customer focused and friendly and promote this throughout the team.
- Ordering of stock, controlling records, managing food and labour costs working towards a self-funding service.
- To implement, maintain and review all necessary records, systems and procedures.
- To maintain high standards of kitchen and personal hygiene and health and safety to the required standards and legislation.
- To induct, train and develop staff and monitor the catering team's performance, including probations and appraisals.
- To ensure that the catering team comply with all relevant school policies.
- To prepare hot and cold food on large scales.
- To operate catering equipment and machinery as required as per instruction.
- To create nutritional/allergy labels for prepared sandwiches and pastas.
- To undertake all cleaning of catering areas.
- To arrange and attend meetings and training sessions as required.
- To lead on the provision of catering services at open evening and other events both during and outside of the school day.



- To use safety equipment i.e. safety shoes, googles provided.
- To clear service and dining areas, general washing up duties and the storage of deliveries.
- To undertake further training and development

### **Person Specification**

#### **Essential Criteria:**

- The ability to lead and work as part of a team.
- Food Hygiene Certificate Level 2 and willingness to undertake Level 3.
- GCSE pass or equivalent in Maths and English.
- First Aid Certificate or willingness to undertake.
- Experience of cooking in a commercial catering environment.
- Awareness of allergies and intolerances.
- Be able to work under pressure and to tight deadlines with the ability to multitask with quick thinking to avoid disruption
- Excellent organisation and time management skills.
- Good computer skills.
- The ability to deliver high levels of customer service.
- Knowledge of lifting and handling procedures with the agility to lift and move around stock safely.
- Flexibility to work additional hours to cover staff absences and school events.
- To be committed to safeguarding and protecting the welfare of children and young people.

#### **Desirable Criteria:**

- The ability to operate a cashless till.
- Infection Control training.
- Nutrition qualification.
- Control of Substances Hazardous to Health [COSHH] training.
- Awareness of Safeguarding and Keeping Children Safe in Education [KCSIE].
- Experience of working with children and an educational kitchen environment.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder.

All our employees are expected to be courteous to colleagues and pupils along with providing a welcoming environment to all who may visit or contact us through school.