

## BURE PARK SPECIALIST ACADEMY

### JOB DESCRIPTION

POST TITLE : Catering Lead

RESPONSIBLE TO : Headteacher/School Support Manager/Deputy School Support Manager

GRADE : D5 - D6

POSTHOLDER : TBC

#### GENERAL RESPONSIBILITIES :

1. To have an understanding of the School's aims and objectives as laid out in that policy document, and help in any contact with the children to work towards those objectives.
2. To liaise with staff of all disciplines as necessary to promote cooperation, and clear and effective communication within the establishment.
3. Ensure that services are flexible to meet the particular demands of a residential establishment.
4. To display a level of maturity and efficiency, with such personal qualities as tact, discretion, resourcefulness and warmth.
5. To perform any other such duties commensurate with the level of this post as may be reasonably requested by the Headteacher or School Support Manager (SSM)/Deputy School Support Manager (DSSM).
6. Involvement in staff training days where appropriate.

#### MAIN RESPONSIBILITIES :

1. To organise and be responsible for all the catering functions within the residential school ensuring that healthy, fresh, varied and nutritious meals are provided.
2. To ensure the provision of special medical/dietary needs are met for both pupils and staff as advised by the School Health Officer, Doctor, Nurse and/or Parent. Makes adjustments to food items to accommodate allergies or specific diet concerns.
3. To produce weekly menus in line with school food standards that are healthy and nutritious. That they meet the dietary requirements of our community.
4. Cook and prepare food. This will include operating various kitchen appliances such as a blender, oven, grill, rationale, or stand mixer.
5. Estimates expected food consumption and organise preparation. Direct kitchen staff as necessary.

6. Ensure food preparation areas and equipment are clean with regard to and in compliance with current Environmental Health regulations and guidelines.
7. Ensure Safer Food, Better Business paperwork is completed and up to date at all times..
8. To oversee catering for meals required for off-site activities e.g. camps, school visits, summer BBQ's, packed lunches etc.
9. To ensure catering is provided for all visitors to the school
10. The ordering and control of food and other consumable items including local and/or cash and carry purchases.
11. Checking all kitchen goods deliveries against delivery notes and invoices for accuracy and quality.
12. To be responsible for food stock control and food intake.
13. To undertake the stock take of kitchen and dining room equipment on computer.
14. Having regard to the security of equipment, services and premises in line with the school policy in that regard.
15. To be responsible for the general day to day supervision of staff in the kitchen.
16. To unlock/lock the kitchen in accordance with the specific routine associated with these tasks including opening and closing checks.
17. Comply with all Government based standards for school meals.

#### WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. The working week of 37 hours is configured in agreement with the Headteacher and SSM.

Monday to Friday - Hours to be agreed.

Example of Hours:

Monday	7.30am – 4.00pm
Tuesday to Thursday	8am - 4pm
Friday	8am – 3.00pm

#### REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's responsibilities and duties.