

Job Description

Post: Catering Manager

Responsible to: Headteacher

Core Purpose

To be 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 Headteacher.

To maintain the highest standards of personnel management, hygiene and health and safety.

Responsibilities

- To be responsible for the preparation and presentation of all food to the required statutory regulations and school standards.
- To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned, and requirements to be fulfilled e.g. Natasha's Law
- To be responsible for completion of Allergen data sheets/ changes to support the menu.
- To ensure that methods of preparation and presentation comply with current recognised catering standard and food safety legislation.
- To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.
- To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.
- To ensure all staff adhere to the portion standard yields as stated within the recipe specification and required by the school.
- 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 pre-agreed school 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 nutritionally balanced menus to be revised at regular intervals as instructed by the Headteacher.
- To adjust the menu to eliminate unpopular or costly items.
- To purchase all supplies through agreed suppliers and advise the Headteacher/ REAch2 Catering Lead of any unsolved difficulties with suppliers.
- To be responsible for stock control and rotation of stock.
- To occasionally organise special functions for example parents evening, school events, which may be outside of normal working hours.

Communication

- To maintain regular contact with the Headteacher and REAch2 Catering Lead.
- To actively monitor satisfaction with food provided on a weekly basis.
- To hold regular team meetings/briefings with all catering staff and liaise with Headteacher/REAch2 Catering Lead.
- To be responsible for the immediate reporting of staff absences to the DHT /Headteacher.

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 be involved in the discipline of staff in accordance with the School Procedure, as required.

Health and Safety

- To report all accidents and unfit foods.
- To ensure that the cleaning schedule is complied with and carry out cleaning as required.
- To meet with Headteacher/REAch2 Catering Lead to ensure school healthy and safety is complied with and COSHH sheets completed.

Other

- To take all necessary steps to ensure maximum security of kitchen supplies, 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 customer.

These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

Person Specification

	Essential	Desirable
Right to work in the UK	Yes	
Qualifications & Skills		
Level 2 Diploma (or equivalent)	Yes	
Food Hygiene Certificate	Yes	
Natasha's Law Training	Yes	
Special Knowledge, Abilities and/ or Experience		
Previous experience of planning meals within nutritional and dietary guidelines	Yes	
Knowledge of a range of procedures and equipment for preparing, cooking, and serving food	Yes	
Experience of preparation and cooking of food adhering to hygiene standards	Yes	
Allergen Data Sheets	Yes	
Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans and Health and Safety, etc	Yes	
Needs to understand how to respond appropriately when faced with difficult situations or when handling enquiries and complaints	Yes	
Experience of supervising a team		Yes
General understanding of the operation of a school		Yes
Knowledge of First Aid		Yes
Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations	Yes	
Communication		
Good skills in Technology, Literacy, Numeracy, Written, Verbal	Yes	
Working With Children		
Understand and implement the school's behaviour management policy		Yes

Understand and support the differences in children and adults and respond appropriately		Yes
Understand the importance of physical and emotional wellbeing		Yes
Personal Qualities		
Enhanced DBS disclosure with Child Barred List check	Yes	
Flexibility of approach	Yes	
Excellent organisational skills	Yes	
Supportive – able to work as part of a team	Yes	
Ability to work under pressure	Yes	
Commitment to the Vision and Values to our school and REAch2 Academy Trust	Yes	
Confidentiality / GDPR – Understand procedures and legislation relating to this.	Yes	
CPD – Be prepared to develop and learn in the role		Yes