



THE KING'S ACADEMY

Emmanuel Schools Foundation

Recruitment of Catering Manager

January 2025

Job Description

This role outline is indicative. It may be revised at any time in order to remain compliant with regard to legal requirements and/ or other reasonable expectations of the organisation.

The King's Academy is committed to the safeguarding of children and all staff are expected to ensure that the Academy is a safe and secure environment for our students.

Summary of role

Reporting to the Business Manager, the Catering Manager is responsible for delivering an excellent catering service throughout the Academy for students, staff and visitors through high quality, healthy and innovative menus in line with current Government guidelines.

Outside of their team, the key relationships which the Catering Manager has are with the following colleagues and external parties:

- Site Manager
- Cleaning Supervisor
- Business Manager
- Finance Officer
- Principal
- Principal's PA
- Catering Consultant (External)
- Suppliers
- Events Lead

Main responsibilities

Leadership and management

- Overall leadership and management of the catering team, including line management of catering team members
- Ensuring that the right people, with the right skills are deployed at the right time in the right place(s) to deliver a top quality catering service within a defined staff budget

- Initiating and maintaining a positive, can-do and empowered culture within the team such that team members enjoy coming to work, feel that their work is valued and are able to contribute freely to service developments
- Support the recruitment of kitchen staff as required

Menu planning

- Planning menus in advance of each academic year which are high quality, healthy, attractive and affordable, comply with School Food Standards and can be flexed to meet specific dietary requirements

Operational delivery

- Ordering of food, stock control and waste management
- Checking and recording all food and other goods received, and where necessary, reporting and discrepancy or quality defect
- Preparation, cooking and service of good quality and healthy food, as applicable to a choice menu and full refreshment service at lunchtime and other times of the day as required, e.g. mid-morning break; including provision for individuals who have specific dietary needs
- Planning the work of the team each day/ week to ensure that service is consistently delivered on time in line with the published menus, flexing as required in line with requirements
- Ensure the correct serving, storage and disposal of food monitoring the quality of the product, service and hygiene
- Oversight of the serveries during meals service, ensuring that food and beverages are presented attractively to maximise take up, shortages are swiftly addressed and being available to deal with customer queries
- General supervision of kitchen premises and staff to ensure that safe and hygienic working practices are consistently and routinely undertaken and maintained
- Catering and hospitality for Academy functions as required

Compliance

- Ensuring the catering operations and provision operate in line with current Government legislation and guidelines as amended from time to time and Academy requirements, especially in relation to Health and Safety and Food Hygiene
- Ensure hygiene, health and safety regulations are strictly observed at all times by all team members
- Ensuring the highest possible standards of cleanliness are maintained for equipment

- Ensuring the highest possible standards in personal hygiene and food hygiene standards including wearing the clean protective clothing as provided and ensuring team members do so also
- Acting as the lead point of contact for environmental health and health and safety inspections and audits
- Complaints of ill health and poor quality are recorded, investigated and, where necessary, remedied.

Budget management

- Within the parameters set in the Academy's budget, planning and allocating staffing resources to the various tasks and activities required to deliver the catering service
- Management, and administration thereof, of staff hours to keep within a staffing budget
- Management of food costs to keep within the food cost budget, minimising waste

Service development

- Proactively research school food trends and developments. e.g. menus, tastes, global cuisines
- Positively engage with students and staff and their feedback to identify and plan service developments
- Take the initiative to consider and activate ways and approaches to encouraging healthy eating amongst the student cohort

Training and development

- Induction training of new staff and development of craft skills to existing staff
- Maintaining own professional competence and compliance and ensuring team members do the same

Kitchen management

- Daily and routine maintenance of the equipment, this includes, cleaning the floors in the kitchen, weekly filter cleaning, removing excess waste off tabletops into refuse sacks once the canteen is closed, followed by tabletop wiping using relevant detergents
- Annual stocktaking of kitchen and dining equipment and preparation for and set up following annual deep clean
- Stocktaking and completion of necessary financial and administrative documentation and forwarding to the Academy's finance office - monthly and at the end of the financial year.
- Requisitioning of light kitchen equipment and cleaning materials, annually and biannually respectively, and maintaining the appropriate records.

- Reporting any defects regarding premises or equipment, as required and in accordance with academy/Foundation routines.

Other

- Any other reasonable duty as requested by your Line Manager or Principal.