

JOB PROFILE			
<b>Job Title:</b>	Catering Manager	<b>School/Department:</b>	Temple Learning Academy
<b>Salary Grade:</b>	Band C3 FTE £31,067 - £32,654 per annum Actual £27,794 - £29,403 per annum	<b>Working Hours:</b>	Full time, 37 per week
<b>Contract Type:</b>	Permanent, Term Time Only + 5 training days + 2 additional weeks	<b>Location:</b>	Leeds
<b>Responsible to:</b> Business and Operations Manager			
<p><b>Role summary:</b></p> <p>Leadership of the catering provision at the school to produce quality food and a fantastic customer service through management of the team.</p> <p><b>Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.</b></p>			
<p><b>Special conditions of service:</b></p> <p>No smoking policy, including e-cigarettes.</p> <p>Occasional requirement to work outside of school hours and off school premises.</p>			
<p><b>Role specific responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Work with the Business and Operations Manager and other Trust colleagues in support of catering excellence - quality, presentation and service and constantly driving high standards</li> <li>• Contribute towards a collaborative working relationship between the catering teams at Temple Learning Academy and other schools throughout Red Kite Learning Trust. Work closely with colleagues in other schools to establish an understanding of each catering provision, share creative ideas and provide support and cover for each other where required</li> <li>• Manage the catering team, providing leadership, support, training and advice.</li> <li>• Oversee the preparation, cooking and service arrangements</li> <li>• Liaise with the Business and Operations Manager to consider how best to deploy Catering Assistants based on daily service requirements and growth opportunities</li> <li>• Plan, help to produce and cook food to the highest standard, ensuring quality is maintained and correct GP% is achieved</li> <li>• Plan a menu for each term, that meets all requirements for variation of food and RDA.</li> <li>• Hands-on catering accountability. Cook and prepare food whilst deploying the catering team skills and resources effectively to meet the daily requirements of the high-volume catering provision. Operating within tight deadlines maximising the use of available talent, experience and enthusiasm</li> <li>• Oversee stock take and place food orders in line with the menu</li> <li>• Ensure high standards in food presentation and cleanliness</li> <li>• Manage and work to budgets, including food cost and portion control. Provide accurate record keeping, for catering including reconciling financial reports</li> <li>• Responsible for all health and safety requirements ensuring regulations are strictly observed by all</li> </ul>			

- Responsible for the safe operation of the kitchen including correct usage of equipment, ensuring PPE is worn by all team members and food hygiene routines are strictly followed
- Lead in the recruitment, assessment, selection and appointment of team members and any agency/flexible worker arrangements as required providing 3rd party feedback if required
- Organise the induction and training of new team members and management of their probation
- Appraise and motivate the team, support their development and create and maintain high employee moral
- Prepare and manage the rota of the catering team, ensuring an efficient set up whilst also developing a multi skilled team
- Attend management meetings and contribute to the success of the whole school

**RK People responsibilities:**

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

**The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.**



## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



## Our Trust Values



### Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



### Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



### Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

## Our Trust Goals



### We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



### We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



### We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



### We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



### We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

## PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Ability to communicate and influence effectively with colleagues at all levels	*	
Ability to lead, develop and inspire colleagues	*	
Highly effective interpersonal skills	*	
Customer focused and confident in communicating with young people	*	
Has great attention to detail and a passion for high standards	*	
Ability to influence others and lead in a positive, constructive and professional manner	*	
Ability to contribute to wider school life		*
A commitment to our mission and values demonstrated by current practice	*	
Innovative, creative and passionate about food	*	



Strong organisational skills and ability to delegate effectively	*	
Ability to work under pressure and meet deadlines	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working in a high-volume environment	*	
Experience of working with young people		*
Experience of working to a high standard	*	
Experience of leading, motivating and managing others within a catering	*	
Experience of working in a time pressured environment		*
Knowledge of, and experience in using, coaching principles	*	
Relevant demonstrable experience either in an educational or public sector setting		*
Basic bookkeeping training		*
Food Safety	*	
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

