

## **JOB DESCRIPTION**

<b>POST:</b>	Catering Manager
<b>GRADE:</b>	Grade 5, Points 11 – 14
<b>HOURS:</b>	35 hours – 39 weeks per year (Term time plus INSET)
<b>LOCATION:</b>	The Milestone School/ Battledown Centre for Children and Families

### **JOB PURPOSE**

- Under the reasonable direction of the Operational Lead, carry out the professional duties of a Catering Manager

### **MAIN PURPOSE**

- To develop and maintain a high-quality catering service which meets the needs of the pupils and school.
- Ensure high catering standards are achieved and maintained.
- Create menus/meals which meet the School Food Trust Standards, satisfy the school's drive towards healthy eating, and enhance the children's desire to eat, explore and enjoy food.
- Develop relationships with and negotiate with suppliers to ensure best value and quality.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### Catering Provision:

- Develop and progress the catering provision at The Milestone School to deliver healthy and high-quality meals that meet or exceed current DfE school food standards.
- Provide meals suitable for all pupils with known allergies.
- Be responsible and accountable for the performance of the whole school catering provision.
- Negotiate and achieve best value contracts with authorised suppliers to ensure cost effectiveness of the catering service.
- Ensure the attractiveness of catering provision, including food presentation, and create a welcoming eating environment that encourages positive social interaction.
- Take a lead role in the provision of training, advice and guidance for staff and pupils including diet, nutrition, food safety and hygiene.
- Ensure clear labelling of all food.
- Create and monitor menus and food choices.
- Monitor food supplies so sufficient stock is maintained to meet the requirements of the school.
- Ensure meals are prepared at the required times, in the appropriate quantities/manner to meet the needs of the school and meet the legal catering standards/guidelines.

#### Managing Staff:

- Working with the Operational Lead, to supervise and deploy all catering staff.
- Ensure the efficient organisation of the catering service and deal with any staffing problems/issues that may arise.
- Ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered effectively in the absence of key personnel.
- Manage the preparation and cooking of food in accordance with agreed menus and guidelines.
- Develop, manage and maintain a strong catering team.
- Develop and maintain strong and effective working relationships with all colleagues.

#### Managing resources:

- Monitor the financial and operational performance against agreed targets. Highlight variations and resolve any issues that are raised.
- Ensure sufficient food supplies are ordered so dietary and nutritional requirements of the school are met.
- Ensure all financial information, reports etc. are submitted to the Operational Lead as and when required.
- Liaise with the Operational Lead with regard to the coordination and procurement of goods and services.
- Maintain authorised food stock levels and complete stock returns as and when required.
- Undertake routine checks of equipment, cleaning materials, stationery and uniform etc. to maintain the effective running of the school's caterings service.
- In conjunction with the Operational Lead, ensure maintenance agreements of all equipment are current and the necessary checks are carried out.
- Plan weekly menus, making provision as appropriate for special food diets, and order stocks accordingly.
- Ensure delivery notes are checked against requisitions and identified discrepancies are reported immediately to the suppliers.
- Check deliveries to ensure the quality and quantity of supplies match the order, and contract specification, and resolve any problems that arise.
- Source new suppliers and negotiate best value prices.

#### Health and Safety:

- Ensure the catering provision adheres to all legal Health and Safety procedures.
- Meet the standards of Environmental Health agency.
- Ensure compliance with agreed Health & safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- Ensure the safe operation of kitchen equipment at all times.
- Ensure repairs to kitchen equipment are reported immediately and arranged.
- Ensure unsafe equipment is taken out of use, pending repair.
- Ensure all kitchen areas are clean and free from hazards.
- Undertake regular risk assessments of the kitchen area and procedures.
- Ensure all accidents and incidents are reported, including notifiable diseases.
- Ensure the security of the catering area at all time.

- Be responsible for the regular inspection and maintenance of the Kitchen First Aid Box. Arrange for replenishment as necessary.
- Ensure all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.
- Ensure the food management system file is complete and up to date.

#### General Responsibilities:

- Actively contribute to the improvement of the efficiency and effectiveness of the school's caterings service.
- Develop new food policies to support the raising of standards in school.
- Assist in the recruitment, assessment, selection and appointment of catering personnel.
- Produce good quality, nutritious meals that comply with the School Food Trust and school standards.
- Liaise with Operational Lead to ensure food allergy information is kept up to date.
- Undertake the annual reviews for all catering personnel as directed by the Operational Lead.
- Liaise with the Operational Lead to provide induction training for catering personnel.
- Identify, record and co-ordinate necessary training and development of staff to ensure they have the skills and abilities required to deliver an effective catering service for The Milestone School.
- Work flexibly and undertake, as and when required, duties as may be reasonable determined by the Headteacher or the Operational Lead.

#### **GENERAL**

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

#### **QUALIFICATIONS**

Please refer to Person Specification

#### **SUPERVISORY RESPONSIBILITY**

Catering Staff

## **SUPERVISION RECEIVED**

Operational Lead

## **PRINCIPAL CONTACTS**

Headteacher, teachers, support staff, parent, pupils, LA representatives, external agencies

## **SPECIAL CONDITIONS**

- to wear appropriate clothing as required.
- the post may involve working some flexible hours on a planned basis with agreement as appropriate
- Full driving licence
- this post is term time only
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

## **EQUAL OPPORTUNITIES**

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

The postholder is expected to have professional regard for the ethos, policies and practices of the School & Trust and to maintain high standards as outlined in the Code of Conduct.

## PERSONAL SPECIFICATION Catering Manager (Milestone)

Criteria	Essential	Desirable
Experience, Education, Special Qualifications and Training Requirements	<ul style="list-style-type: none"> <li>• NVQ Level 3 in Catering or an equivalent qualification/experience.</li> <li>• Good knowledge and understanding of personnel management, hygiene and health and safety.</li> <li>• Knowledge of First Aid.</li> <li>• Ability to maintain a high standard of personal and general cleanliness and hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• Extensive recent experience in a largescale catering environment as kitchen supervisor or equivalent level.</li> <li>• Experience in the use of ICT. Hold current First Aid Qualification.</li> <li>• General understanding of the operation of a school kitchen.</li> <li>• Knowledge of School Food Standards</li> </ul>
Control of resources (Human, financial and material)	<ul style="list-style-type: none"> <li>• Experience of staff management and cost control.</li> <li>• Experience of procurement in a catering environment.</li> </ul>	<ul style="list-style-type: none"> <li>• A basic understanding of a Kitchen budget.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Experience of producing and writing menus and reports.</li> <li>• Experience of communicating at all levels, e.g. with children and adults etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of engaging with children in a working environment.</li> </ul>
Working with Others	<ul style="list-style-type: none"> <li>• Experience of working effectively with others in a team.</li> <li>• Experience of lone working.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to manage multiple tasks.</li> <li>• Ability to develop and maintain strong working relationships.</li> </ul>
Responsibilities	<ul style="list-style-type: none"> <li>• Excellent organisational skills.</li> <li>• Ability to manage and support the work of others.</li> <li>• Ability to manage own time effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to ensure all catering and legislative policies and procedures are followed.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Undertaken recent and relevant continuous professional development (CPD).</li> <li>• Enhanced DBS Clearance</li> <li>• satisfactory medical clearance</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to identify own, and staff, training needs.</li> </ul>