

Job Description

Job Title	CATERING MANAGER
Type of School	Residential All Through School (KS2 to KS4)
Reports to	Headteacher
Responsible for	All school catering staff
Liaison with	Finance Office staff, Suppliers, School Staff, SLT
Hours	Based on 52 weeks (43 hours p/w)
Working Pattern	Monday - Wednesday 06:30-4 Thursday - 06:30-3:30 Friday- 06:30-12:00
Job Purpose	<ul style="list-style-type: none"> • 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 school management • Plan and manage the development of the School's Catering Provision for Pupils, Staff and Special Events • Maintenance of the highest standards of personnel management, hygiene and health and safety
Duties	<p>CATERING</p> <ul style="list-style-type: none"> • To be responsible for the preparation and presentation of all food to the required school standard • Ensure that preparation and presentation methods comply with all current recognised catering standards, including those for schools. • To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly. • Ensure all catering staff prepare and cook all meals according to the recipe specifications and nutritional guidelines. • 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 any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately and to adjust the menu to eliminate unpopular or costly items • To actively monitor satisfaction with food provided every week • To plan, implement, and review a cycle of menus that will be revised regularly as the Headteacher instructs.

- To purchase all supplies through agreed suppliers and advise the Headteacher of any unsolved difficulties with suppliers.
- Responsible for stock control and rotation of stock.
- To occasionally organise special functions, which may be outside of regular working hours.

FINANCIAL MANAGEMENT

- Ensure all aspects of the Trust's Finance Regulations are followed throughout the Catering Operation.
- Work with the headteacher to develop business and operational plans for the catering operation.
- To have procedures to monitor progress against the Business Plan and Operational Plans in place.
- To prepare termly trading records highlighting significant variances to the operational plans
- To ensure the full potential of the catering operation is achieved in terms of turnover, food quality and value for money.
- To review and monitor all purchasing procedures to ensure the Best Value is achieved

COMMUNICATIONS

- To maintain regular contact with the Headteacher
- To hold weekly team meetings/briefings with all catering staff and liaise with senior school managers, as required

TEAM LEADERSHIP

- To recruit and induct all new members of the catering staff
- To monitor staff performance, providing training and development as necessary
- To participate in the Performance Management of the catering staff
- 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 all aspects of health and safety legislation are complied with so far as the catering service is concerned.
- Ensure the cleaning schedule is complied with and carry out cleaning as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

	<p>OTHER</p> <ul style="list-style-type: none">● To take all necessary steps to ensure maximum security of kitchen supplies and equipment.● The above duties are neither exclusive nor exhaustive, and the headteacher may require the post holder to carry out appropriate duties within the context of the job, skills, and grade.
General	<ul style="list-style-type: none">● To ensure that all duties and services provided are in accordance with the Trust's Equalities and Diversity Policy.● The Governing Body is committed to safeguarding and promoting children's and young people's welfare and expects all staff and volunteers to share in this commitment.

CATERING MANAGER

General heading	Detail	Examples
Qualifications & Preferred Experience	Specific qualifications & experience	Relevant qualifications to NVQ Level 3 Completion of the DCSF Induction programme Level 2 & 3 Food Safety Qualification Level 2 Health & Safety Qualification First Aid at Work Qualification Allergen Awareness Experience in Managing a Kitchen and a team Experience in maintaining standards that comply with all relevant regulation Experience in operating kitchen and cleaning equipment in a catering environment Be required to complete a full enhanced DBS
	Knowledge of relevant policies and procedures	Extensive knowledge of personnel management, food hygiene and health and safety.
	Literacy	Reading and writing skills to a level 2 (GCSE grade 4 and above (equivalent C))
	Numeracy	Maths skills to level 2 (GCSE grade 4 and above (equivalent C))
	Technology	Competent I.CT Skills necessary for the role.
Communication	Written	Ability to write menus and reports
	Verbal	Listening Skills Ability to exchange verbal information clearly with children and adults
	Languages	Use initiative to overcome communication barriers with children and adults.
	Negotiating	Ability to consult effectively with children, adults & Suppliers
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately.
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Basic understanding of how children develop

	Health & Wellbeing	Understand the importance of physical and emotional well-being including the implementation of the Food-Based Standards
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to build open and honest relationships
	Teamwork	Work effectively as part of a team Ability to work independently Know when and how to seek support Know when and how to hand over control Knowledge of one's own position within a team environment and the boundaries which apply
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety in the workplace
	Child Protection	Understand and implement child protection/safeguarding procedures, completing required statutory training.
	Confidentiality/GDPR	Understand procedures and legislation relating to confidentiality & GDPR.
	CPD	Be prepared to develop and learn in the role.