

## **JOB DESCRIPTION**

**POST TITLE :**

**CATERING MANAGER**

**BAND :**

**8 SCP 19 - 23**

**REPORTING RELATIONSHIP**

**The post holder reports to the Trust Catering Manager.**

**JOB PURPOSE :**

**To deliver the school catering service using high standards of food hygiene/handling and safe working practices are used along with the promotion of the meal service**

### **MAIN DUTIES/RESPONSIBILITIES**

1. The preparation and delivery of the school catering service including:
  - Following menus and recipes and providing feedback as necessary
  - Preparation of food
  - Serving meals
  - Stock control
  - Temperature control
  - Checking and storage of fresh and frozen produce
2. To ensure that all current Health and Hygiene Legislation requirements are maintained and to work within current Trust Safety Policies
3. Maintaining daily and weekly control of staffing and food costs in the unit to within budget
4. Monitor the catering service to maintain interest and variety.
5. Undertake staff training in conjunction with the Trust Catering Manager.
6. Compile and manage staff rotas, time sheets and sickness absence form.
7. Liaise with the Trust Catering Manager with regards to sickness and holiday cover.
8. Liaise with the Trust Catering Manager as regards completing an Annual Staffing Plan covering:- seasonal uptake variances, deep clean, training, holiday arrangements, Academy Training days.
9. Preparation and input of orders to ensure they are submitted to meet menu requirements in accordance with Trust procedures.
10. Ensure that food deliveries/storage and management of food and stock is maintained in line with Health, Safety & Hygiene Regulations.
11. Ensure all meals are delivered efficiently.
12. Liaise with the Trust Catering Manager and assist with the coordination of promotional activities.

13. Ensure that a high standard of work is maintained in accordance with the quality systems and current work practices.
14. Ensure a clean and presentable image at all times of all employees and areas under the post holders control.
15. Responsible to the Trust Catering Manager for the day-to-day management of all school meals staff in the unit with the emphasis on the efficient utilisation of staff.
16. Reconcile cash receipts in conjunction with the Finance Team. Completion of finance processes as set by Trust Finance Manager
17. Promote and market the catering provision to clients, visitors, students and staff.
18. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
19. Undertake administrative tasks in respect of school meal controls.
20. Ensure that the Performance Appraisal process operates effectively within your team.
21. Manage the team in line with all the policies and procedures and ensure that employees are aware of their obligations under these.
22. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
23. Ensure that the Equality agenda is implemented effectively in team and carry out your duties as a manager and employee in line with these.
24. To fulfil your health and safety management role as detailed in Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
25. Any other duties of a similar nature related to this post that may be required from time-to-time.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE ACADEMY

Date: October 2020

**PERSON SPECIFICATION  
CATERING MANAGER**

| <b>ESSENTIAL</b>                          |                              |  |                             | <b>DESIRABLE</b>        |  |                             |
|---|------------------------------|--|-----------------------------|-------------------------|--|-----------------------------|
|   | <b>Crit<br/>eria<br/>No.</b> | <b>ATTRIBUTE</b>   | <b>Stage<br/>Identified</b> | <b>Criteria<br/>No.</b> | <b>ATTRIBUTE</b>   | <b>Stage<br/>Identified</b> |
| <b>Qualifications<br/>&amp; Education</b> | E1                           | Basic Food Hygiene   | AF/C                        |                         |  |                             |
|   | E2                           | City & Guilds 7061/7062 or NVQ level 2 or equivalent in a relevant field eg food preparation, catering | AF/C                        |                         |  |                             |
| <b>Experience &amp; Knowledge</b>         | E3                           | Approximately three years experience in a catering environment   | AF/I/R                      | D2                      | Previous experience within a School Meals environment          | AF/I                        |
|   | E4                           | Previous experience of supervising staff   | AF/I/R                      | D3                      | Previous experience of providing on the job training the staff | AF/I                        |
|   | E5                           | Experience of food costing and budget control  | AF/I                        |                         |  |                             |
|   | E6                           | Experience of stock control  | AF/I/R                      |                         |  |                             |
|   | E7                           | Experience of interpreting legislation and national guidance eg H&S, food preparation, allergens etc.  | AF/I                        |                         |  |                             |



|                             |     |  |        |    |  |        |
|-----------------------------|-----|--|--------|----|--|--------|
| <b>Skills</b>               | E8  | Ability to communicate both orally and in writing with a wide range of audiences             | AF/I/R | D5 | Ability to demonstrate food display techniques | I/R    |
|                             | E9  | Ability to demonstrate customer care skills  | AF/I/R |    |  |        |
| <b>Personal Attributes</b>  | E10 | Ability to use own initiative  | I/R    | D6 | Ability to demonstrate leadership qualities    | AF/I/R |
|                             | E11 | Ability to remain calm in pressured situations   | I      |    |  |        |
|                             | E11 | Ability to demonstrate an interested in working with children                                | I      |    |  |        |
| <b>Special Requirements</b> | E12 | A flexible approach to work, with the ability to work additional hours if required           | I      |    |  |        |
|                             | E13 | Satisfactory Enhanced Disclosure & Barring Service Check                                     | D      |    |  |        |
|                             | E14 | Access to reliable transport to meet the travel requirements of the post                     | I      |    |  |        |
|                             | E15 | Ability to form and maintain appropriate relationships and personal boundaries with children | R/D    |    |  |        |

|  |     |  |     |  |  |  |
|--|-----|--|-----|--|--|--|
|  | E16 | Emotional resilience in working with challenging behaviour and attitudes to use of authority and maintaining discipline. | I/R |  |  |  |
|  | E17 | Be able to conduct a conversation and answer questions, for an extended period of time where necessary                   | I/R |  |  |  |

| <b>Key – Stage identified</b> |                  |
|-------------------------------|------------------|
| AF                            | Application Form |
| C                             | Certificates     |
| T                             | Tests            |
| P                             | Presentation     |
| I                             | Interview        |
| R                             | References       |
| D                             | Disclosure       |

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.