



Catering Manager Application Pack

Required from: As soon as possible

Closing Date: 9am on Monday 5th June 2023

Interviews will be held on Wednesday 7th June 2023

Catering Manager

Start Date:	Required as soon as possible
Hours:	35 hours per week Term Time + 5 Inset Days (Mon to Fri 7am to 2.30pm)
Salary:	Grade 6 Scale Points 11 to 19, £24,054 to £27,852 FTE £19,745 to £22,863 Pro-rata for Term Time

Penwortham Priory Academy's Catering Team's mission is to give our pupils, staff, and visitors a truly great dining experience. We are seeking a highly motivated, experienced, and creative Catering Manager to manage the catering service with enthusiasm and lead on delivering the team's mission.

We are looking for someone who is confident in craft cooking skills and will strive to push the boundaries of school food to the highest standards, ensuring the pupils are offered imaginative, flexible, and nutritious meals.

We want someone with creativity and passion to produce innovative dishes and enhance the overall dining experience in the school. We include calendar events and celebrations throughout the year and cater for conference bookings in our conference suite, so you will need to be organised, plan ahead and proactive with your ideas and creations.

The post holder must be able to manage and organise a busy school kitchen; produce high quality, nutritious and varied meals for pupils and staff; plan menus which comply with national food and nutritional standards; ensure high standards of cleaning and hygiene and manage accounts with a variety of suppliers to ensure high quality products, prompt delivery of stock and best value.

The ideal candidate will demonstrate:

- Our value set: positive, committed, and willing to evolve
- A solid background in catering within a commercial or educational environment, experience in school catering, or relevant chef experience
- Strong leadership skills and experience of managing a team in a similar setting, with responsibility for an enthusiastic team and driving them forward, inspiring and encouraging teamwork as well as setting an outstanding example
- A real people person who will immerse themselves in the culture of the school and drive our values within the Catering Team
- Excellent communication skills, with the ability to deal with children, parents, school staff and colleagues confidently and successfully
- A passion for providing exceptional customer service and the ability to build relationships
- A desire to learn and grow, by developing your skills through engagement with senior management and the wider school
- Financial management, ordering and budget control, understanding of cost controls and waste management, free school meal allowances and achieving the best value
- Service improvement and marketing skills
- Administrative and management competencies within a catering environment
- Proficiency in the use of IT systems and software and Microsoft packages

- Good organisational skills
- Be an ambitious and motivated individual who is always looking to upskill
- Excellent craft skills with a genuine love of food
- Understanding of nutrition and healthy eating and ideally knowledge of government food standards for school meals
- Understanding of allergen management and food labelling regulations
- A flair for food presentation and an understanding of current food trends
- A genuine interest and a desire to challenge perceptions of school meals
- Working knowledge of SFBB, HACCP, and Health and Safety management and legislation in a catering environment
- Excellent hygiene and health & safety practices

We can offer you:

- A motivated team of school staff who all work together to meet the school vision of “making Priory a great place to learn and a great place to succeed”
- A friendly working environment with an established team of Catering Assistants
- Great children to whom you will serve
- A supportive Senior Leadership Team who will encourage creativity and professional flair
- An extensive staff “Shop of Support”
- Working hours 7:00am – 2:30pm with half an hour unpaid break
- Uniform
- Continuing professional development and training to fulfil your role

For any questions regarding this role please contact Mrs Cheryl Barker, Strategic Business Development Manager at c.barker@priory.lancs.sch.uk or 01772 320250.

Closing date for applications is 9am on Monday 5th June 2023
Interviews will take place on Wednesday 7th June 2023

All applications should be on the Penwortham Priory Academy application form, CV's will not be accepted. In your application you should indicate the reasons for your interest in the post, together with an outline of how your previous training and/or experience has prepared you for this position and should demonstrate how you meet the requirements in the person specification below.

Applications should be emailed to Mrs S Spencer, Academy Manager via s.spencer@priory.lancs.sch.uk with 'Application for Catering Manager - your name' in the subject line.

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance.

Note: We will always consider your references before confirming a job offer in writing

Job Description

Post Title:	Catering Manager
Team:	Catering Team
Grade:	6
Purpose:	<p>Lead the in-house catering service and be responsible for the safe, effective, and efficient operation of all aspects and ensuring financial viability and compliance with all legislation.</p> <p>Leadership and management of catering staff, ensuring that health and safety standards and regulations are adhered to.</p> <p>Overall responsibility for the planning, management, and provision of nutritionally balanced school meals, ensuring a consistent approach to healthy eating to support children's education, health, and wellbeing.</p>
Key Duties:	<p>Operational / Strategic Planning:</p> <ul style="list-style-type: none"> • Oversee the in-house catering service to ensure we produce high quality meals, freshly cooked from raw ingredients and meeting the government's School Food Standards. • Contribute to the strategic direction of the catering service, attend regular meetings with the Senior Leadership Team and ensure the catering improvement plan moves forward. • Prepare and cost a cycle of menus to ensure that nutritional content meets the recommended guidelines and that the variety offered is relevant, on trend and attractive to pupils and staff taking into account budget constraints and specific individual or cultural requirements. • Contribute to the planning of catering provision, identifying opportunities for new food or service concepts to drive sales. • Lead and provide theme days, tasting tables and catering for school events and conference bookings. • Administration of the placing of orders with suppliers to ensure that sufficient stocks are always available for meals to be produced. • Manage and review supplier performance to ensure that the school receives value for money in its purchases. • Manage the cashless catering system across the catering service including reporting system difficulties to the supplier and liaising with the Business and Finance Team. • Responsible for opening and closing the kitchen. • Make recommendations to the Strategic Estates Development Manager on repair and / or replacement of equipment or to the Strategic Business Development Manager on improvements to service delivery. • Oversee general cleaning duties and ensure cleaning is carried out in accordance with agreed policies and procedures throughout the kitchen and serving areas.

Staffing:

- Responsible for day to day supervision of the catering team ensuring that correct working practices are carried out in line with health and safety policy and hygiene legislation.
- Responsible for the management, motivation, direction, and control of all catering staff. Lead, develop, coach, train, and inspire your team.
- Produce the staff rotas for all kitchen duties, ensuring tasks are rotated and all team members can cover all tasks.
- Manage the induction of new staff ensuring all staff are familiar with all aspects of food production and cleaning requirements.
- Review staff training needs and arrange appropriate training to ensure compliance with Health and Safety requirements.
- Participate in the staff review and development process and advise the Strategic Business Development Manager of additional training needs that have been identified.
- Manage the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of the customer.

Quality Assurance:

- Be fully conversant with SFBB and HACCP, the implementation and critical control procedures.
- Be fully conversant with Natasha's Law, allergy requirements and compliance, ensuring all allergen information for customers is recorded and all staff are aware of where this is recorded. Maintain accurate records for allergen ingredients and be responsible for keeping staff informed.
- Ensure compliance with health & safety, food hygiene and COSSH regulations at all times.
- Undertake, record, and monitor regular risk assessments.
- Ensure all complaints are investigated within the agreed policies and procedures.
- Ensure work is completed in specified timescales.
- Understand and implement Customer Care standards.
- Maintain a system of stock control and rotation and conduct routine stock checks.
- Responsible for data compliance in the areas of your responsibility, in line with GDPR regulations.

Management Information, Finance and Administration:

- Responsible for the efficient and effective use of all resources.
- Meticulous record keeping ensuring all documentation is completed and maintain accurately e.g. temperature control monitoring sheets, food and equipment orders, staff timesheets and absence records.
- Support the Strategic Business Development Manager with financial information and management of the catering budget to ensure best quality of service and food offered. Produce monthly analysis of accounts, including hospitality, non-food, and labour costs.

	<p>Communications & Marketing:</p> <ul style="list-style-type: none"> • Proactively promote catering services to drive sales and improve uptake of the food offer. • Co-operate with other team members and colleagues in order to develop and maintain professional and effective working relationships. • Establish and maintain effective communication with all external contacts as appropriate. • Follow agreed policies for communications in the school, liaising with the Communications and Marketing Manager as required. • Positively promote the image of the school. • Provide a welcoming environment to pupils, staff, and visitors. • Contribute to discussions with staff and pupils for promotion and development of the service.
Reporting to:	Strategic Business Development Manager
Responsible for:	Catering Supervisor and Catering Assistants
Other responsibilities	<ul style="list-style-type: none"> • To work within school policies and procedures • To contribute to the provision of an effective environment for learning • To support the promotion of positive relationships with parents and outside agencies • To attend skill training and participate in personal/performance development as required • To take care for their own and other people's health and safety • Develop effective professional relationships with others • Be aware of and support difference and ensure equal opportunities for all stakeholders, accepting the principles underpinning the school's • Maintain the confidential nature of information relating to the school, its pupils and parents, acting in accordance with Data Protection Regulations at all time • Attend and participate in relevant meetings as required • Undertake additional duties as reasonable requested by senior staff
Prepared by	C Barker – May 2023

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

School Ethos

All employees have a responsibility to:

- contribute to the Academy's vision to be 'first choice, locally respected and nationally recognised'
- support our pledge to make Priory a school where individuals 'learn to succeed'
- contribute to the four pillars of the Academy's Strategic Development Plan – Learning & Teaching, Stakeholders (Community and Primary), Reputation (Pastoral and Academic) and Funding

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already

Person Specification		
Post title: Catering Manager	Grade: Grade 6	
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
Qualifications:		
Level 3 Food Safety and Hygiene or willing to complete	E	AF
Level 3 Catering and Hospitality or willing to complete	E	AF
Supervisory or Team Leadership Qualification	D	AF
Minimum 5 GCSEs grade A*-C (or equivalent) including English and Maths	D	AF
Experience:		
Minimum 2 years' operational experience of working at a senior level in a catering environment	E	AF, I
Catering for large numbers of people	E	AF, I
Budget management, stock control and effective procurement practices	E	AF, I
Skilled in the cooking, preparation, and presentation of meals, including special dietary requirements	E	AF, I
Compliance with food standards and legislation for schools	D	AF, I
Management of allergen information and records to ensure compliance with relevant legislation	E	AF, I
Management of Health & Safety information and records to ensure compliance with relevant legislation	E	AF, I
Managing a team	E	AF, I
Providing exceptional customer service	E	AF, I
Working with children and young people in a school setting	D	AF, I
Knowledge and Skills:		
Excellent leadership skills with the ability to motivate and inspire others	E	AF, I
Ability to work closely with senior leaders and other stakeholders	E	AF, I
Strong attention to detail and the ability to stay calm in a high pressured environment	E	AF, I
Proficient skills in Microsoft Office and other IT systems	E	AF, I
Excellent interpersonal skills with the ability to communicate effectively and efficiently with a wide variety of people	E	AF, I
Self-motivated and resilient with the ability to produce high quality work to required timescales	E	AF, I
Ability to work on own initiative and plan own workload as well as members of your team	E	AF, I
Strong organisational skills	E	AF, I

<p>Other (including special requirements):</p> <ol style="list-style-type: none"> 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to professional development 5. Commitment to sustaining regular attendance at work 6. Display the Priory values and behaviours at all times and actively promote them in others 	<p>E E E E E E</p>	<p> </p>
<p>Date: May 2023</p>		