

## Job Description

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| <b>Job Title</b>       | <b>CATERING MANAGER</b>   |
| <b>Grade</b>           | BAND 3 – 6 to 11.   |
| <b>Reports to</b>      | Headteacher   |
| <b>Responsible for</b> | All school catering staff   |
| <b>Liaison with</b>    | School office staff, catering support service and suppliers   |
| <b>Job Purpose</b>     | <ul style="list-style-type: none"> <li>Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the agreed budget.</li> <li>Maintenance of the highest standards of personnel management, hygiene and health and safety.</li> </ul>   |
| <b>Duties</b>          | <p><b>CATERING</b></p> <ul style="list-style-type: none"> <li>To be responsible for the preparation and presentation of all food to the required statutory regulations and school standards including allergy and dietary requirements.</li> <li>To ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation.</li> <li>To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.</li> <li>To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.</li> <li>To be responsible for the monitoring of menu planning and ordering.</li> <li>To ensure the prompt service.</li> <li>To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately.</li> <li>To plan, implement and review a cycle of nutritionally balanced menus.</li> <li>To adjust the menu to eliminate unpopular or costly items.</li> <li>To purchase all supplies through agreed suppliers and advise the Headteacher of any unsolved difficulties.</li> <li>To be responsible for stock control and rotation of stock.</li> <li>To occasionally organise special functions, which may be outside of normal working hours.</li> </ul> <p><b>COMMUNICATIONS</b></p> <ul style="list-style-type: none"> <li>To maintain regular contact with the Headteacher, other senior managers.</li> <li>To communicate effectively with parents regarding individual needs.</li> </ul> |

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|                | <ul style="list-style-type: none"> <li>• To hold regular team meetings/briefings with all catering staff and liaise with senior school managers, as required.</li> <li>• To be responsible for the immediate reporting of staff absences to the School Office.</li> </ul> <p><b>TEAM LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>• To assist with the recruitment and induction of all new members of the catering staff.</li> <li>• To assist with the monitoring of staff performance, providing training and development as necessary.</li> <li>• To be involved in the discipline of staff in accordance with the School Procedure, as required.</li> </ul> <p><b>HEALTH AND SAFETY</b></p> <ul style="list-style-type: none"> <li>• To report all accidents and unfit foods.</li> <li>• To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.</li> <li>• To ensure that the cleaning schedule is complied with and carry out cleaning as required.</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• To identify and recommend improvements and cost savings.</li> <li>• The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul> |
| <b>General</b> | <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>   |