



Post: Catering Manager

Reports to: Head of School

Summary of the Job

Provide an efficient catering service to clients including directing staff as appropriate, organising appropriate menus and maintaining stock levels, ensuring compliance with relevant Health and Safety and hygiene regulations. Provide menu choices which adhere to Government Guidelines through School Food Trust Nutritional Analysis/Standards.

Outline of Main Duties

1. Plan meals within nutritional and dietary guidelines using Excel Software, including portion control, ensuring meals are cooked and serviced in a timely manner following safe food hygiene standards, to provide well balanced meals at designated times providing adequate choice.
2. Direct the day to day work of the kitchen team and provide supervision sessions to ensure the function performs to appropriate high standards.
3. Ensure expenditure is kept within authorised budget limits by completing weekly financial returns, stock sheets, periodic stock taking, timesheets for staff, etc., to ensure NET's policies and procedures are adhered to.
4. Ensure Health and Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.
5. Carry out regular checks of kitchen equipment e.g., mixers, fryer, utensils, work surfaces in accordance with specified procedures to ensure all equipment is hygienic and safe working order and complies with relevant regulations. Notify the site manager if equipment is not working/faulty.
6. Organise and undertake on the job training for new kitchen staff to ensure high standards of food hygiene and quality of supplies are maintained.
7. Liaise with outside agencies i.e., Environmental Health Officers and suppliers to ensure high standards of food hygiene and quality of supplies are maintained.
8. Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment.
9. Assist with the cooking, serving of meals and cleaning of kitchen area and bathroom. In order to provide an effective service.
10. Attend training courses as required and assist in the training of other catering staff as directed.
11. Comply with Health and Safety, Fire Regulations and other County policies.

In line with our commitment to the safety of our children, all personnel are expected to adhere to school policies and promote the health & safety, welfare and protection of our children.

Competencies:

<p><u>Know How</u></p> <ul style="list-style-type: none"> - Experienced vocational knowledge - Co-ordinate related tasks - Common courtesy and tact 	<p><u>Problem Solving</u></p> <ul style="list-style-type: none"> - Ability to work within procedures and maintain standards - Able to deal with familiar patterns requiring some discrimination - Ability to liaise with suppliers and resolve discrepancies.
<p><u>Relationship Management</u></p> <ul style="list-style-type: none"> - Ability to provide support and act to support change. - Develop and maintain working relationship with other professionals - Support the development and effectiveness of work teams - Liaise effectively with staff, pupils parents and HOS 	<p><u>Self Management</u></p> <ul style="list-style-type: none"> - Ability to respond calmly with patience showing self composure and a positive attitude even in difficult situations - Ability to act professionally keeping promises and raising ethical concerns - Adaptable to new ideas and able to meet unexpected demands - Ability to set challenging goals and show initiative to improve performance.