



Job title: Catering Manager

Reports to: School Business Manager

Supervises: Catering Staff

Band: Thurrock Band 4 £18,444-£22,542
(Actual pro-rata salary £15,847-£19,369)

Hours: 37 hours term time only

Qualification: NVQ Level 3 in catering or equivalent essential
CIEH Level 3 desirable

Job purpose:

- 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 Schools Catering Provision for Pupils, Staff Special Events, and Breakfast club.
- Maintenance of the highest standards of personnel management, hygiene and health and safety.

General Corporate Responsibilities:

- 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.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- 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.

Duties:

HEALTH AND SAFETY

- To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.
- To ensure that the cleaning schedule is complied with and carry out cleaning as required.
- To report all accidents and unfit foods.

CATERING

- To be responsible for the preparation and presentation of all food to the required school standard
- To ensure that methods of preparation and presentation 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
- To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines
- To ensure all staff adhere to the portion standard yields as stated within the recipe specification and required by the school
- 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 that all catering activities are carried out in line with the pre-agreed school budget
- To ensure any comments regarding the catering operation are noted and acted upon appropriately
- To plan, implement and review a cycle of menus to be revised at regular intervals as instructed by the Business Manager
- To adjust the menu to eliminate unpopular or costly items
- To purchase all supplies through agreed suppliers and advise the Business Manager of any unsolved difficulties with suppliers.
- To be responsible for stock control and rotation of stock.
- To occasionally organise special functions, which may be outside of normal working hours.
- To make provision for catering services and catering supplies that will be required throughout the school and charge to relevant cost centres.

FINANCIAL MANAGEMENT

- To ensure that all aspects of the Schools Finance Regulations are followed throughout the Catering Operation
- To work with the Business Manager to develop a Business plan and Operational Plan for the Catering operation
- To have in place procedures to monitor progress against the Business Plan and Operational Plans.
- To ensure there is a fully costed menu, with sufficient information to ensure portion control
- To prepare daily, weekly and monthly trading records highlighting significant variances to the operational plans
- To actively monitor satisfaction with food provided on a weekly basis
- To maximise the full potential of the catering operation is achieved in terms of turnover, profitability, quality of food and value for money for staff and students
- To review and monitor all purchasing procedures to ensure Best Value is achieved

COMMUNICATIONS

- To maintain regular contact with the Business Manager, other senior managers and the Finance Officer
- To actively monitor satisfaction with food provided on a weekly basis
- To hold regular team meetings/briefings with all catering staff and liaise with senior school managers, as required
- To be responsible for the immediate reporting of staff absences to the Administrative/Finance Officer.

TEAM LEADERSHIP

- In collaboration with the School Business Manager, 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 catering staff
- To be involved in the discipline of staff in accordance with the School Procedure, as required

HEALTH AND SAFETY

- To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.
- To ensure that the cleaning schedule is complied with and carry out cleaning as required.
- To report all accidents and unfit foods.

OTHER

- To take all necessary steps to ensure maximum security of kitchen supplies, equipment and monies.
- To undertake the appropriate promotion and marketing of the catering service.
- To identify and recommend improvements and cost savings to the benefit of the school.
- The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Business Manager to carry out appropriate duties within the context of the job, skills and grade.

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.