SOUTH ESSEX ACADEMY TRUST
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Job Description

Job Title	**CATERING MANAGER**
Applicable to	Approximately 200 meals a day
Grade	2020 Scale 5 (2019 BAND 3 – mid point)
Reports to	Headteacher
Responsible for	All school catering staff
Liaison with	School office staff, School Specialist Support, Suppliers
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. Maintenance of the highest standards of personnel management, hygiene and health and safety.
Duties	**CATERING** • To be responsible for the preparation and presentation of all food to the required statutory regulations and school standards. • To ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation. • 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 – positive or otherwise, are noted and acted upon appropriately. • To plan, implement and review a cycle of nutritionally balanced menus to be revised at regular intervals as instructed by the Headteacher. • To adjust the menu to eliminate unpopular or costly items. • To purchase all supplies through agreed suppliers and advise the Headteacher 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.

	COMMUNICATIONS • To maintain regular contact with the Headteacher, SLT and the Office Team Lead and Finance Manager. • 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 Headteacher and Office Team Lead. **TEAM LEADERSHIP** • To assist with the recruitment and induction of all new members of the catering staff. • To assist with the monitoring of staff performance, providing training and development as necessary. • To be involved in the discipline of staff in accordance with the School Procedure, as required. **HEALTH AND SAFETY** • To report all accidents and unfit foods. • 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. **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 customer. • To oversee the collection and recording of cash. • To regularly reconcile Petty Cash expenditure to receipts and liaise with the School Finance Officer. • 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.
General	• To understand and apply school policies in relation to health, safety and welfare. • Attend relevant training and take responsibility for own development. • Attend relevant school meetings as required. • To respect confidentiality at all times. • 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. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.