



Job Description



Name:

Job Title: **Catering Manager**

Band: **Band 3 (Whole Range)**

Responsible to: Facilities Manager

Responsible for: Responsible for the operational efficiency, planning, preparation and presentation of food and beverages in adherence with Local Authority, Food Standards Agency, Environmental Health and Central Government regulations and within the budget limitations as agreed with the school management.

JOB PURPOSE

- To manage the schools catering department including food preparation, supplier management and strategic planning.

KEY RESPONSIBILITIES

- Ensuring operational efficiency of the catering department with food choices that meet the needs of students in a learning environment
- Food preparation in line with health and safety and food safety standards
- Manage the catering team to meet the needs of the school
- Work to support and deliver the schools sustainability targets

Specific Responsibilities

- Responsible for the preparation and presentation of all food to the required school and Local Authority standard.
- Ensure the maintenance/improvement of standards to allow for the continuation of Healthy Schools status.
- To fully comply with all regulations, address and implement improvements in reaction to audits and reviews by officials.
- To ensure that methods of preparation, presentation and storing comply with current recognised catering standards and regulations.
- To order raw materials, supplies, check deliveries and ensure all raw and cooked food is stored correctly.
- Ensure the correct labelling, covering of food, and taking of food temperatures in compliance with hygiene and health and safety procedures.
- To ensure all catering staff carry out the preparation and cooking of all meals, adhere to recipe specifications and nutritional guidelines by the weighing of ingredients in accordance with menus devised and verified by the Catering Manager using the HPORT software.



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- To ensure all staff adhere to the portion standard yields as stated within the recipe specification.
- To ensure the prompt service of all meals, breaks and functions provided, as required by the Headteacher.
- To implement local promotions/theme days/other sales increase and healthy eating incentives.
- To ensure that all catering activities are carried out in line with the pre-agreed school budget.
- To operate the school's cashless catering system ensuring that all menu items are registered, system and pupil queries are resolved and reports are provided as required.
- To operate the cashless catering system in line with the school's financial regulations.
- To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately.
- To be responsible for imaginative planning of recipes and menus on a termly basis, verifying recipes meet nutritional guidelines and ordering.
- To adjust the menu to eliminate unpopular or costly items. Consider recipes and menu items to suit all age groups. Develop 'Meal Deals' etc to increase uptake and popularity of food groups.
- To purchase all supplies through agreed suppliers and advise Deputy Business Manager of any unsolved difficulties with suppliers.
- To manage relationship and service provided by suppliers, ensuring best prices, service and access to incentives is achieved.
- To occasionally organise special functions, which may be outside of normal working hours or duties.
- To maintain regular contact with the Facilities Manager
- To actively monitor customer satisfaction with food provided on a weekly basis.
- To hold /attend/participate in regular team meetings/briefings with all catering staff and with school management.
- To recruit and induct all new members of the catering staff.
- To monitor staff performance, providing training and development as necessary.
- To be involved in the discipline of staff in accordance with the School Procedures.
- 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 using recommended cleaning products, frequency and methods.

General Responsibilities

- 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



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- 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.
- The duties above 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.

Health and Safety and Student Safeguarding

- Have due regard for the school Health and Safety policy and Safeguarding policy and any such issues particular to their subject
- Follow school procedures for reporting Health and Safety incidents or near misses
- Familiarise yourself with fire regulations and procedures
- Have due regard for student safety and report any concerns to the appropriate school body
- Complete relevant annual TKAT on-line training courses

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Signed:

_____ Post Holder
_____ Line Manager
_____ Head of School

APPENDIX 1: Person Specification

General heading	Detail	General Examples	Specific examples (where
Qualifications & Experience	Specific qualifications & experience		Catering specific qualifications
	Knowledge of relevant policies and procedures		Working knowledge of general school policies and procedures
	Literacy		Good reading and writing skills
	Numeracy		Ability to count and undertake
	Technology		Ability to use photocopier Ability to use word processor, databases and other IT

Communication	Written		Ability to complete detailed
	Verbal		Ability to exchange verbal information clearly and sensitively
	Languages		Overcome communication
	Negotiating		Ability to consult with colleagues
Working with children	Behaviour Management		Understand and implement the school's behaviour management
	SEN		Good Understanding and support the differences in children and
	Curriculum/School organisation		Good understanding of the learning experience provided by
	Child Development		Good understanding of the way in which children develop in relation
	Health & Well being		Understand the importance of physical and emotional wellbeing
Working with	Working with		Understand the role of others