JOB DESCRIPTION

Job Title	**CATERING MANAGER**
Applicable to	Primary Schools (less than 150+ meals)
Grade	Essex Scale 5 Pt 8-11
Reports to	Headteacher
Responsible for	N/A
Liaison with	Headteacher, Office Manager, School Meals Support Manager, Other Catering Staff and 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 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 by the Headteacher. • 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 cater for special functions, which may be outside of normal working hours.

COMMUNICATIONS

- To maintain regular contact with the Headteacher & Office Manager.
- To be responsible for all aspects of kitchen management including liaising with the School Meals Support Manager effectively via email and telephone with regards to menu planning, ordering and health & safety updates. A laptop will be made available for this purpose.
- To undertake the appropriate promotion and marketing of the catering service including promoting the weeks menu to children/parents via the menu board in the Entrance Hall.
- To actively monitor satisfaction with food provided on a weekly basis.

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 maintain all Risk Assessments relevant to safe food production and handling including equipment and cleaning materials.
- 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 and equipment.
- To identify and recommend improvements and cost savings to the benefit of the customer.
- To ensure all invoices are passed to the Office Manager on a weekly basis.

	• 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 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 • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • 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.

CATERING MANAGER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Relevant qualifications to NVQ Level 3 Ensure the operational efficiency, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management. Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Extensive knowledge of hygiene and health and safety. Knowledge of First Aid. General understanding of the operation of a school. Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
	Literacy	Reading and writing skills.
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use kitchen and cleaning equipment Ability to use a laptop for ordering and communication purposes
Communication	Written	Ability to write menus and reports using Word and Outlook on laptop provided
	Verbal	Listening Skills Ability to exchange verbal information clearly with children and adults
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Ability to consult effectively with children and adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to build open and honest relationships
	Team work	Work effectively as part of a team Ability to work independently Know when and how to seek support Know when and how to hand over control

		Knowledge of own position within a team environment and the boundaries which apply
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role