

JOB DESCRIPTION POST

Job Title: Cook / Catering Manager

Grade: Level 5 SCP 8-12

Hours: 32.50 hours per week

Responsible to: SLT

KEY ROLE:

The post holder is responsible for the provision of school meals:

MAIN DUTIES AND RESPONSIBILITIES

- Preparing and providing school meals daily
- Liaising with staff and SLT to ensure provision is effective
- Ensuring that the requirements of the School's Food and Nutrition Policy are fulfilled.
- Ensuring that appropriate Health & Safety policies are properly drafted and that they are being complied with.
- Creating exciting and engaging menus which satisfy the school's drive towards healthy eating with the children's desire to eat foods which they will enjoy and which will provide them with the necessary fuel to see them through the school day.
- Directing the duties of the kitchen staff
- Directing food preparation and cooking as required.
- Directing food service to pupils and staff ensuring that the presentation of the food, and the environment in which it is served, is of a consistently high and engaging standard.
- Preparing and cooking meals
- Ensuring that the kitchen, its furniture, equipment and utensils are cleared and cleaned as appropriate and daily after duties have finished.
- Managing and accounting for stores including carrying out a year end stock take
- Costing all prepared menus and keeping all expenditure within the budget provided by the school
- Building relationships with suppliers and ensuring that all procured food and supplies are of a quality standard.
- Championing the provision of special menus for children with allergies and ensuring, alongside the rest of the staff, that such children do not come into contact with trigger foods at any times.

- Liaising with the staff and becoming involved with class projects about food, cooking and healthy eating. This involvement should extend to the daily eating experience and signage within the lunchtime environment so children understand the origins of food and the opportunities for eg: the recycling of food waste.
- Reviewing on a regular basis the school's menus to ensure that new ideas are embraced and feedback from staff, pupils and parents considered and, where appropriate, accommodated within the team's future menu planning.
- Planning menus for special events and occasions
- Working alongside the Head and Deputy Head to ensure that the Catering Team members understand the school's ethos and that team members are positive ambassadors for the school and its pupils at all times.

Staff Management (if applicable)

- General administration, management and leadership of direct report to include identifying and encouraging professional development and training opportunities for the team.
- Acting as line manager for the Catering Staff and responsible for their employment welfare and their training to required standards.
- To line manage assigned employees, carrying out annual performance reviews and advising the Headteacher/Chief Executive Officer as appropriate on any specific training needs.
- To be involved with the recruitment of team members as and when required.

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 ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.

- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

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 post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Name:

Signature: **Date:**

Line Manager's Name:

Signature: **Date:**

Person Specification

Essential Qualities	Desirable Qualities
Educational Qualifications	
<ul style="list-style-type: none"> Food Safety Certificate 	<ul style="list-style-type: none"> Hospitality & Catering Qualification First Aid qualification
Skills, Abilities and Experience	
<ul style="list-style-type: none"> Excellent professional knowledge Leadership experience within a catering & hospitality setting A commitment to personal and professional development A commitment to and clear understanding of health and safety Experience of food costing and budgetary controls Experience of first aid ICT literacy Excellent organisational skills, including planning and time management Flexibility and the ability to work calmly and quickly under pressure Resourcefulness and the ability to multitask and prioritise Ability to lead and work as part of a team Ability to co-ordinate and deliver catering Ability to manage contractors, suppliers and engineers 	<ul style="list-style-type: none"> Knowledge of school catering Experience of allergen management and control Experience of nutrition and wellbeing – special diets Experience of menu design and food innovation Experience of working with children Experience of supporting staff at all levels to make excellent progress
Personal Qualities	
<ul style="list-style-type: none"> Strong interpersonal, written and oral communication skills, with the ability to deal confidently with a wide range of people Ability to relate well to children and adults Commitment to the ethos of the School Flexibility of approach, adapting to workloads and staffing levels Prioritisation of competing priorities Personal resilience in a busy workplace Team leader, whilst supporting colleagues Role model, and motivator Common sense Approachability, with a sense of humour and proportion Willingness to proactively keep abreast of food safety and health & safety law 	
Safeguarding	
<ul style="list-style-type: none"> Commitment to the protection of children and young people Willingness to follow the School's Safeguarding procedures 	