

Job Description

Job Title	CATERING MANAGER
Grade	Scale 6 – Point 12-17
Reports to	Senior Leadership
Responsible for	All school catering staff
Liaison with	Suppliers
Job Purpose	<ul style="list-style-type: none"> • 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 Students, Staff and Special Events • Maintenance of the highest standards of personnel management, hygiene and health and safety
Duties	<p>CATERING</p> <ul style="list-style-type: none"> • 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 – positive or otherwise, are noted and acted upon appropriately • To plan, implement and review a cycle of menus to be revised at regular intervals • To adjust the menu to eliminate unpopular or costly items

- To purchase all supplies through agreed suppliers and solve 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 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 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 oversee the collection and recording of cash, including overseeing the individual till counting, investigating immediately any discrepancies and ensuring daily cashing up of tills and money handling procedures are followed
- 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 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 SLT Administrator
- To review and monitor all purchasing procedures to ensure Best Value is achieved

COMMUNICATIONS

- To maintain regular contact with the senior managers
 - 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

	<p>staff absences to the Administrative Officer.</p> <p>TEAM LEADERSHIP</p> <ul style="list-style-type: none"> • To 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 the catering staff • To be involved in the discipline of staff in accordance with the School Procedure, as required <p>HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • 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. <p>OTHER</p> <ul style="list-style-type: none"> • 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 Accounts Department • 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	<ul style="list-style-type: none"> • 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 personnel management, 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, and competent or ready to learn I.T. necessary for role.
Communication	Written	Ability to write menus and reports
	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
	Line Management	Ability to manage and support the work of others
	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