



Catering Manager

Attain Academy Partnership

Job Description

Job Description

Job Title	CATERING MANAGER
Applicable to	All Schools
Grade	Scale 6 - 7
Reports to	Head of School, Central Operations Team (COT)
Responsible for	All school catering staff
Liaison with	Other catering staff, 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 Pupils, 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 Head. 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 as discussed with the Central Operations Team To adjust the menu to eliminate unpopular or costly items. To purchase all supplies through agreed suppliers and advise the COT 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. 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 work with the Head and COT 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 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 the Administrative/HR Officer
- To review and monitor all purchasing procedures to ensure Best Value is achieved

COMMUNICATIONS

- To maintain regular contact with the Head and Central Operations Team
- 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 Administrative/HR Officer.

TEAM LEADERSHIP

- 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

HEALTH AND SAFETY

- To report all accidents, hazards, 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 and equipment.
- To undertake the appropriate promotion and marketing of the catering service.

	<ul style="list-style-type: none"> • To identify and recommend improvements and cost savings to the benefit of the catering budget. • To regularly reconcile Catering Charge Card expenditure to receipts and liaise with the School Finance Team. • The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or COT 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 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.

CATERING: CATERING MANAGER

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Relevant qualifications to NVQ Level 3: Level 3 Food Safety Food Allergy Awareness Level 2 Health and Safety 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.
	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	Basic reading and writing skills
	Numeracy	Basic numeracy skills
	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