



SEAX Multi-Academy Trust

Catering Manager

Job Description & Person Specification

Job Title:	Catering Manager
Grade:	Scale 6 or 7 (Points 13-24)
Based at:	The Hawthorns School, Chelmsford, Essex, CM1 2BN
Reports to:	School Business Manager, Headteacher
Responsible for:	All School Catering Staff
Liaison with:	Catering Staff, Other School Staff/SLT, Pupils, Suppliers, Outside Agencies
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 & safety
Principal Accountabilities:	<ul style="list-style-type: none"> • To maintain the highest standards of personal and general cleanliness and hygiene to comply with statutory and school regulations • To supervise cooking and catering duties, ensuring prioritisation of key tasks • Successful development of the School's Catering Provision • To be responsible for providing a professional, efficient and effective catering support service to the school



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Job Description: Catering Manager

Duties:

Catering

- 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 Catering Staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines
- To ensure all Catering 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 as instructed by the Business Manager
- To adjust the menu to eliminate unpopular or costly items
- To purchase all supplies through agreed suppliers and advise the Business Manager 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 normal working hours
- To make provision for catering services and catering supplies that are 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 Business Manager to develop a Business Plan and Operational Plans 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, ensuring it is achieved in terms of turnover, profitability, quality of food and value for money for staff and students
- To review and monitor all purchasing procedures to ensure 'best value' is achieved

Communications

- To maintain regular contact with the School Business Manager and other 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 staff absences to the School Business Manager.

Team Leadership

- To recruit and induct all new members of the Catering Team
- To monitor staff performance, providing training and development as necessary
- To participate in the performance management of Catering Staff
- To be involved in the discipline of Catering Staff in accordance with the Trust's Disciplinary Procedure, as required

Health & Safety

- To report all accidents and unfit foods
- To ensure that all aspects of Health & Safety legislation are complied with as 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, 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 School Business Manager regarding this

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

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.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: Catering Manager

Qualifications & Experience			
Detail		Example	Desirable
Specific qualifications & experience	Relevant qualifications to NQF Level 3 including Food 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 the aims and values of the school and how the catering provision could support these	✓	
Knowledge of relevant Procedures	Extensive knowledge of personnel management, hygiene, health and safety and catering provision within a school setting	✓	
	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	Good Reading and writing skills	✓	
Numeracy	Ability to count and undertake calculations	✓	
Technology	Ability to use kitchen and cleaning equipment	✓	
Communication			
Written	Ability to write menus and reports	✓	
	Ability to set out future plans in writing	✓	
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 & Others			
SEND	Understand and support the differences in children and adults and respond appropriately in relation to the role	✓	

Child Development	Basic understanding of the way in which children develop	✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Understanding of the learning experience provided by the school in relation to the role	✓	
Behaviour Management	Understand and implement the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and build respectful and trusting relationships with children and other adults Ability to motivate others	✓ ✓	
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	✓ ✓ ✓ ✓ ✓	
Working with partners	Understand the role of others working in and with the school	✓	
Information	Ability to provide timely and accurate information when required	✓	
Responsibilities			
Organisational skills	Excellent organisational skills Ability to remain calm under pressure	✓ ✓	
Line Management	Ability to manage and support the work of others	✓	
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	✓ ✓	
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 & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	



Confidentiality/Data Protection	Understand and promote procedures and legislation relating to confidentiality Understanding, implementation and promotion of the Trust's Data Protection Policies	✓ ✓	
CPD	Be prepared to develop and learn in the role	✓	