

## **Job Outline**

### **Catering Manager**

Responsible to:	Facilities Manager
Salary Grade:	LGS Scale 7
Part time:	Term time plus INSET Days plus 3 weeks Holiday working (42 weeks)
Hours:	Monday-Friday, 7.30am-3.30pm incl one half an hour unpaid break

The Colne Community School and College is an expanding school with an in-house catering provision. Major improvements to our catering facilities are scheduled, including a significant upgrade that should be complete for September 2022 whereby our Refectory and kitchen will be extended and refurbished. We are looking to recruit an aspirational Catering Manager who has the experience and drive to move the catering service forward.

#### Overall Objective of the Post

To provide a healthy catering service to the school within agreed budgets and with a high value placed on customer satisfaction. To provide a supportive environment to develop all members of the team to their potential, including trainees placed in the overall team, to gain a wide range of practical kitchen experience in the catering trade. A strong focus on financial management with a view to the role and the service being self-funding.

#### Job Purpose

- Responsible for developing a catering strategy to improve the provision over time
- Accountable 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 school's catering provision for pupils, staff and events
- Maintenance of the highest standards of hygiene and health and safety in line with the school's Food Safety Management System
- Lead a team to produce a healthy, nutritious and balanced menu for all members of the school community
- To actively monitor satisfaction with food provided, ensuring that the highest standards of customer care are upheld, including handling positive and negative feedback swiftly, effectively and professionally

#### Duties of the Post

##### **Catering**

- Plan creative, innovative and nutritious menus for students, staff and visitors
- To be responsible for the preparation and presentation of all food to the required legal and school standards

- Ensure that portion control is observed consistently
- To ensure that methods of preparation and presentation comply with all current recognised legal and catering standards, including those for schools
- To order raw materials and supplies, check deliveries and ensure all raw and cooked and allergenic food is stored correctly
- To ensure all catering staff carry out the preparation 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 ensure the prompt service of all meals at required times in the school day, 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 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 be required throughout the school and charge to relevant cost centres

### **Financial Management**

- To ensure that all aspects of the school's Finance Regulations are followed throughout the catering operation
- To develop a Strategic and Operational Plan for the catering provision
- To have in place procedures to monitor progress against the Strategic and Operational Plan
- To oversee the cashless catering system
- To prepare daily, weekly and monthly trading records highlighting significant variances to the Operational Plans
- To ensure that the full potential of the catering operation is maximised and achieved in terms of turnover, profitability, quality of food and value for money for staff and students

### **Team Leadership**

- Provide leadership, supervision and support to employees and trainees, including allocation of duties, work rotas
- Provide training as required to develop the team to their potential, and coach trainees to develop their skills
- To recruit and induct all new members of the catering staff
- To monitor staff performance, providing training and development as necessary
- To be responsible for the Performance Management of the catering staff
- To be involved in the discipline of staff in accordance with the school procedure, as required
- 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

### **Health and Safety**

- Control of hygiene and health and safety
- Ensure that equipment is maintained and faults reported

- Be responsible for the health and safety of all catering employees and ensure that safe working practices are maintained
- Ensure that the kitchen cleaning schedule is adhered to effectively
- Be responsible for maintaining food safety, preparation and production
- Administration duties attached to the post
- To ensure all accidents are reported as per operating procedures

#### **Other**

- Undertake promotional events, eg healthy eating initiatives or any promotion as directed by your line manager, in order to maximise meal uptake and raise the profile of the service
- Support cross-curricular initiatives, eg cookery tutorials, healthy eating and lifestyle messages
- 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
- To identify and recommend improvements and cost savings to the benefit of the customer
- 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 the identification of learning, development and training opportunities in discussion with the line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy

The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.