

## Job Description

<b>Job Title:</b>	Catering Manager	<b>School Name:</b>	English Martyrs RC Primary School
<b>Grade and Range:</b>	Grade 5 – scp 6 to 13	<b>Hours:</b>	32.50
<b>Reports to:</b>	The Head teacher / School Business Manager	<b>Working Pattern:</b>	Term Time Only + INSET

<b>Purpose and context:</b>	To be responsible for various administration procedures and the supervision and training of staff. To ensure quality meals are served to the pupils and adults. To be responsible for organising special functions on an occasional basis.
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### Principle Accountabilities:

- To be responsible, in consultation with the Line Manager, for budgeting, planning and provision of various menus, stock control and food buying.
- Cash handling and reconciliation, banking and completion of trading activity handbook.
- Planning menus with consideration to cost, budget, ensuring balanced and nutritious meals and by adherence to the food policy.
- Preparation and cooking of meals-includes the provision of special diet meals
- Providing sandwich lunches for school trips, sports days etc.
- Providing refreshments for Governors' meetings on site by request
- Testing/development of new food products/systems ensuring the correct level of income is maintained.
- Supervision and training of staff on a daily basis (including allocation of duties and work rotas and initial attendance and absence management)
- Maintaining required standards of cleanliness-for both premises and equipment
- Testing/development of new cleaning products and systems
- Maintaining high standards of hygiene
- Reporting equipment, maintenance problems and energy leaks to the Line Manager
- Organising special functions as required by the Head teacher and other officials e.g. Public Health Inspectors
- Ensure that all sample trays are maintained for Health & Safety checks
- Buying food and other goods, ensuring best value and placing order through the Line Manager, checking goods in and controlling stock issues.
- Regular stocking/inventory work to ensure checks are in place to control stock and ensure supplies are maintained.
- Organisation of food service areas. Ensuring proper standards of presentation control of kitchen linen and laundry
- Ensuring the correct and economical use of all materials and equipment
- Assisting in the recruitment of staff in conjunction with Line Manager, Head Teacher and governors
- To work within school's published Policies & Practices Documents
- All duties to comply with the Health and Safety at Work Act
- Any other duties that may be necessary to meet the exigencies of the service
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.

<b>General Statements</b>	<ul style="list-style-type: none"> <li>▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.</li> <li>▪ Enactment of Health and Safety requirements and initiatives as appropriate</li> <li>▪ All employees are required to declare any conflict of interest that may arise before or during their employment.</li> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.</li> <li>▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.</li> <li>▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.</li> <li>▪ Ensuring work is in line with the School's Green Commitment Policy goals.</li> <li>▪ Staff will be required to produce meals on as emergency plan where deemed necessary</li> <li>▪ Staff will be required to attend on the major cleaning days of the school year- normally INSET days (holidays should NOT be booked for these days)</li> <li>▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To demonstrate a commitment to good customer care.</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> </ul>
<b>To contribute as an effective and collaborative member of the School Team</b>	<ul style="list-style-type: none"> <li>▪ Participating in training to be able to demonstrate competence.</li> <li>▪ Participating in first aid training as required.</li> <li>▪ Participating in the ongoing development, implementation and monitoring of the service plans.</li> <li>▪ Contributing in meetings and being a supportive member of the school team.</li> </ul>

## Person Specification

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		<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of basic food preparation including methods, portions, stock rotation, balanced meals and ordering.</li> <li>▪ Knowledge of budgeting and ensuring value for money in the delivery of a meals service.</li> <li>▪ Food Hygiene certificate or willingness to undertake immediate training on appointment</li> </ul>	E E E	Indicate how assessed either application form, at interview or tested.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Previously managed or assisted in running own catering unit.</li> <li>▪ Experience of managing / supervising and training kitchen staff in a similar environment.</li> <li>▪ Experience of budgeting.</li> </ul>	E E E	
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Good communication skills</li> <li>▪ Ability to read and implement instructions, such as Health &amp; safety and Food Hygiene regulations.</li> <li>▪ Basic administrative, record keeping and arithmetic abilities.</li> <li>▪ Ability to use and clean machinery and light equipment.</li> <li>▪ Demonstrate a willingness and enthusiasm for training and progression.</li> <li>▪ Ability to communicate and delegate effectively to all kitchen, school staff and pupils.</li> <li>▪ Ability to work on own and within a team.</li> <li>▪ Ability to lead, motivate and train staff</li> <li>▪ Demonstrate and maintain a high standard of personal hygiene.</li> <li>▪ Work effectively in a busy and hectic environment.</li> </ul>	E E E E E E E E E E E E	

