



JOB DESCRIPTION

Job Title:	Assistant Catering Manager	Department/Group:	Catering
Level/Salary Range:	Grade D SCP 6 - 11	Reporting to:	Catering Manager
Contract term:	Permanent	Hours per week:	37

Vision Statement

"To allow all children to experience 'life in all its fullness', no matter what their starting point" by:

- Offering a high quality, inclusive and distinctive education
- A caring and nurturing environment based on our Christian values
- Recognising the unique nature of each child.

Main Objectives of Role:

- Preparation, service and clearing of food.
- Safe handling, storage and record-keeping associated with this activity.
- Assist with the management of the catering department, including support with ordering of goods, planning of menus, and management of the catering team.
- Function as cover for the running of the catering department in the absence of the catering manager
- Work as required on non-term days in order to ensure the preparation of the kitchen in order to meet the needs of the Academy (within the term time plus five days of the contract)

Job Description:

- To ensure that all food storage, handling, preparation, presentation and service are carried out in accordance with the specified level of quality, portioning, variety, value, cost, nutrition, hygiene and safety.
- To prepare, cook and present prescribed dishes as required and to report on faults or potential problems to the line manager.
- Help to maintain financial control systems, and to support the operation of the unit within the set targets for food, labour and other areas of expenditure, and to support or complete weekly stock control, ordering and staffing documents in the absence of the catering manager accurately and on time.
- To observe and implement the school's Health and Safety policy and to comply with Food Safety Regulations in all aspects of food handling, kitchen cleanliness (COSHH) and staff personal hygiene. To advise staff and report any incidents of non-compliance.
- Be fully conversant with HACCP, its implementation and critical control point procedures;
- Operate a system of stock control as an aid to purchasing and budget monitoring and control;
- Contribute to the planning and marketing activities that are purposed and reflected in the catering business as a whole;
- To assist in the catering for extra-curricular activities and external events including occasional evenings and weekends.
- To adopt a positive approach and openness to new service developments and promote this to kitchen staff at all levels.
- To maintain good working relationships between kitchen staff and management, customers and school staff. To demonstrate professionalism and efficiency to all customers as a representative of the service and the department.
- To supervise staff and support the staff management generally to ensure that practices are effectively managed in order to ensure customer satisfaction, safety and an efficient service operation.
- To know the operation of Point-of-Sale units and to be able to support or complete documents ensuring safe and secure handling of income records for the cashless system.

- To assume the short-term responsibility for managerial responsibilities during any absence of the catering manager, leading the team and liaising with the Trust Catering Manager and Academy Business Operations Manager as required.

Safer Recruitment Statement

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

All staff employed by the Bishop Fraser Trust are expected to:

- uphold and promote the Trust's vision
- uphold and promote the Christian ethos of all schools in the Trust
- support and contribute to the achievement of all students academically and pastorally
- support and contribute to the Trust's responsibility for safeguarding all students
- undertake professional training to enhance personal development and job performance;
- Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect
- share best practice, expertise and skills with others
- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

st Updated:

April 2024



PERSON SPECIFICATION

	Assistant Catering Manager - CRITERIA	Essential / Desirable
Work related circumstances – professional values and practices of The Bishop Fraser Trust	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements	E
	Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration and demonstrate concern for their development as learners	E
	Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work	E
	Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice	E
	Able to liaise sensitively and effectively with parents and carers recognising their role in student learning	E
	Able to improve their own practice through evaluations and discussion with colleagues.	E
	Flexible with an ability to be able to embrace and generate change	E
Personal Qualities	Self-motivated and personally resilient	E
	High levels of personal integrity, discretion, honesty, reliability and self-awareness	E
	Conscientious and diligent work ethic	E
	High standard of personal presentation with an excellent attendance and time-keeping record	E
	Exacting standards, with high levels of attention to detail and accuracy	E
	Patience, kindness and understanding	E
Professional Dispositions	Pro-active in using initiative	E
	The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focussed on meeting customer needs and satisfaction	E
	Maintains a positive outlook at work	E
	Willingness to take a hands-on approach as necessary	E
	Flexibility, on occasions and within reason, in approach to working hours	E
Qualifications	Maths and English GCSE or equivalent	E
	Level 3 Food Safety Certificate	E
	Minimum NVQ level 2 in Professional Cookery or equivalent	E
Experience, Skills and Knowledge	Experience of working in a similar role in a large volume catering environment	E
	Working in a team environment	E
	Working within a school environment	D
	Friendly, professional, with the ability to 'connect' immediately with colleagues, staff and students making them feel valued and respected	E
	Good organisational skills and the ability to plan and prioritise work in order to meet deadlines	E
	To be able to clean food production areas, equipment and utensils.	E

	Assistant Catering Manager - CRITERIA	Essential / Desirable
	Ability to prepare, cook and present food to a high standard	E
	Ability to train and develop the skills of others (train the trainer)	E
	Ability to communicate with a wide range of customers, both verbally and in writing.	E
	Ability to work effectively as part of a team and under own supervision using initiative.	E
	Demonstrate accurate numeracy skills to aid stock control, operation of tills collation of budget information etc	E
	Demonstrate literacy skills to be able to read and follow recipes, operating manuals & unit training	E
	Ability to use a till and handle cash	E
	Ability to adapt to new ways of working and utilise new equipment	E
	Be aware of and work within the rules of relevant policies and legislation – Health & Safety, COSHH, Food Hygiene	E
	Understanding of safeguarding responsibilities in an educational setting	E
	Good levels of literacy and numeracy	E
Safeguarding of Children and Young People	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E