



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

ASSISTANT CATERING MANAGER

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide high quality meals, ensuring compliance with all legislation relating to the school meals service, under the instruction and guidance of the Catering Manager.
2. Handle, operate and clean a range of kitchen and food preparation equipment (e.g. ovens, hobs, steamer, food processor, cutting equipment and others).
3. Provide operational management in the absence of the Catering Manager for all aspects of the catering services.
4. Comply with Health and Safety standards.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 General Responsibilities

- 1.1 Undertake the preparation, cooking and serving of all food and beverages, ensuring correct portion sizes are served and good presentation is maintained, at all times.
- 1.2 Assist with correct food storage, handling and preparation of food and maintain good stock control.
- 1.3 Assist with the implementation of HACCP procedures and ensure ongoing compliance, to include the daily monitoring and recording of food and equipment temperatures.
- 1.4 Ensure the cleanliness of all catering areas and support in the adherence to cleaning schedules and rotas.
- 1.5 Ensure kitchen equipment is maintained and any repairs / breakdowns are reported to the Catering Manager.
- 1.6 Ensure safe working practices and adherence to all Health and Safety policies, paying particular attention to the use of all equipment and chemicals and ensuring compliance with RIDDOR and COSHH.
- 1.7 Support the Catering Manager in the completion of regular risk assessments of the kitchen and canteen and ensure that all identified risks are reported to the Catering Manager.
- 1.8 Complete basic paperwork (if required) and be able to operate a till and instruct others when necessary.

- 1.9 Ensure that all tasks are carried out to the highest standards possible and to inform the Catering Manager of any sub-standard food to enable remedial action to be taken.
- 1.10 Attend on and off the job training sessions as required.
- 1.11 Maintain a high standard of cleanliness, hygiene and personal appearance at all times.
- 1.12 Adopt a positive and pleasant manner at all times and to encourage good working relationships with colleagues, school staff, pupils and any other customers.
- 1.13 Assist (when required) with the provision of special or function catering, some of which may take place outside of the school day.

2 Other Responsibilities

- 2.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 2.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 2.3 Contribute to the wider life of the Trust and the Star community.
- 2.4 Carry out any such duties as may be reasonably required by the Trust.

3 Records Management

- 3.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	Possess a City and Guilds 706/1 and 2 or NVQ catering equivalent (Level 1 and 2).	E	✓	
2.	Valid Food Hygiene qualification.	E	✓	
3.	Level 2 numeracy and literacy qualifications.	E	✓	✓
EXPERIENCE				
4.	Experience of supervising staff.	D	✓	✓
5.	Experience of preparing, cooking and serving food for large numbers, including the ability to scale recipes up and down to suit varying numbers.	E	✓	✓
6.	Experience of ordering commodities, completing food costing's, stock control and general kitchen administration duties.	E	✓	✓
7.	Experience of planning menus, ordering provisions within budget allocation and reconciling budget.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Awareness of dietary requirements for catering.	E	✓	✓
9.	Ability to work unsupervised to produce nutritious, economical, well presented meals of good quality.	E	✓	✓
10.	Familiar with basic recipes and standards and able to demonstrate excellent food production and presentation skills for large numbers.	E	✓	✓
11.	Ability to use general catering equipment safely and correctly.	E	✓	✓
12.	Ability to consistently produce high quality food in adequate numbers in a timely fashion, meeting challenging deadlines.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
13.	Knowledge and experience of stock control.	D	✓	✓
14.	Good knowledge of Health and Safety, Hygiene regulations, HACCP, RIDDOR, COSHH and all legislation relating to the Catering Industry.	E	✓	✓
PERSONAL QUALITIES				
15.	Good organisational skills.	E	✓	✓
16.	Excellent communication skills, the ability to work as part of a team and to motivate staff.	E		✓
17.	Excellent standards of, and commitment to, personal hygiene.	E		✓
18.	High levels of personal and professional integrity and honesty.	E		✓
19.	Ability to form good working relationships with other staff and communicate effectively with people at all levels.	E		✓
20.	Ability to relate well to children and adults and deliver excellent customer service.	E	✓	✓
21.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
22.	Strong commitment to high levels of nutrition, food safety and dietary requirements.	E	✓	✓
23.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
28.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
29.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓