



Notley High & Braintree Sixth Form

Job Description & Person Specification

Assistant Catering Manager

Job Title:	Assistant Catering Manager
Scale:	Scale 4
Responsible to:	Catering Manager
Responsible for:	N/A

Job Purpose:	To support the effective delivery of catering services ensuring the preparation and service of nutritious meals in a clean, safe, and welcoming setting for students, staff, and visitors.
Duties & Responsibilities:	<ul style="list-style-type: none"> • Assist in the preparation, cooking, and presentation of meals and beverages in accordance with agreed menu plans and portion control guidelines. • Ensure meals are served efficiently and courteously during designated times. • Accommodate special dietary requirements and allergen considerations as directed by the Catering Manager. • Follow daily and weekly menu plans developed in collaboration with the Catering Manager, ensuring consistency and quality. • Prepare food items according to standardised recipes and portion sizes to maintain nutritional balance and cost control. • Maintain high standards of cleanliness and hygiene in all kitchens, food preparation, and dining areas. • Carry out daily and periodic cleaning tasks, including equipment, surfaces, and storage areas, in line with cleaning schedules and hygiene regulations. • Adhere to all food hygiene, health and safety, and allergen control procedures as outlined in school policies and relevant legislation. • Report any incidents, hazards, equipment faults, or concerns immediately to the Catering Manager or appropriate managers. • Assist with stock rotation, checking deliveries, and storing supplies appropriately to minimise waste and ensure freshness. • Support the Catering Manager in conducting regular stock checks and placing orders for food and kitchen supplies. • Maintain accurate records as required, including temperature logs, cleaning schedules, and stock usage. • Participate in audits and inspections by internal or external bodies, ensuring full compliance with regulatory standards.



	<ul style="list-style-type: none"> • Provide catering support for school events, meetings, and special functions, which may occasionally fall outside of regular working hours. • Work collaboratively and professionally with other catering staff and school personnel to ensure smooth daily operations. • Attend training sessions and team meetings as required to support continuous improvement and professional development.
General:	<ul style="list-style-type: none"> • Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy 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 are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	<p>Experience of assisting with preparation, cooking and service of food and beverages.</p> <p>Educated to NVQ level 2 in Food Safety.</p> <p>GCSEs or equivalent at least C/4 in English and Maths.</p>	<p>E</p> <p>D</p> <p>E</p>
Knowledge & Experience	<p>Proven experience in a catering role, ideally in a supervisory position.</p> <p>Familiarity with menu planning, stock control, and waste management procedures.</p> <p>Understanding of dietary requirements and allergen management protocols.</p> <p>Experience with team leadership and training staff in operational tasks.</p> <p>Knowledge of financial processes such as budgeting and cost control (desirable).</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
Skills and attributes	<p>Excellent organisational skills to handle catering operations efficiently.</p> <p>Strong communication and interpersonal abilities to work with diverse teams and customers.</p> <p>Ability to remain calm and solve problems under pressure.</p> <p>Competence in using software for scheduling and ordering supplies.</p>	<p>D</p> <p>E</p> <p>E</p> <p>D</p>



	Creativity in developing menus and delivering high-quality food presentations.	D
Personal qualities	A proactive and adaptable attitude, willing to take initiative.	D
	High standards of professionalism and attention to detail.	D
	A passion for food and hospitality, with a focus on customer satisfaction.	E
	Reliable, punctual, and capable of motivating a team.	E
	Enthusiastic about continuous learning and development in the catering industry.	D
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated March 2025.