



St Edmund's Catholic School

Job Description



JOB TITLE:	Assistant Catering Manager
REPORTS TO:	Catering Manager
GRADE:	Pay Band 5
SUPERVISES:	Catering staff in absence of Catering Manager
JOB PURPOSE:	

To undertake skilled cooking activities dealing with a full range of lunches, including preparation, cooking and portion control and provision of special dietary meals.

To support the supervision of all activities in the School Kitchen and Dining Room area. Assist with Staff development. Responsible for ordering provisions, food preparation, cooking and kitchen supervision under the direction of the Catering Manager.

KEY ACCOUNTABILITIES:

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Staff Appraisal and contribute to the identification of own team development needs

PRINCIPAL RESPONSIBILITIES/DUTIES

- To assist the Catering Manager with the skilled cooking activities including preparation of food, portion control and provision of special dietary meals. Cooking in accordance with menus, serving of meals including the organisation, setting up, cleaning and clearing up.
- To undertake the duties of the Catering Manager in their absence, including menu planning, ordering and delivery of goods and budgetary control.
- To assist the Catering Manager with staff training and development.
- To oversee the sale of meals, snacks, confectionary and beverages.
- To supervise the clearing and cleaning of Kitchen and Dining areas.

I can do all things with the help of God who strengthens me. (Philippians 4:13)

- To assist in ensuring that School's standards are met.
- To attend Open Morning which is usually held on a Saturday at the end of September/early October.

At the discretion of the Catering Manager, such other activities as may be agreed consistent with the nature of the job described above.