|  |
| --- |
| **Job Description**  |
| **Post:** | **Assistant Catering Manager** |
| **Pay Scale:** | **Grade 5 (SCP) 12-17** |
| **Responsible to:** | Catering Manager |
| **Main Location:** |  St. Gabriel’s RCHS |
| **Main Duties** |
| * To assist in the management of the catering facility to the operational and financial management of the Catering manager
* To recommend methods to maximize income and improve service, to implement these recommendations where agreed with the Catering manager.
* To communicate with client representatives where required. To work effectively with the Catering manager and school promoting the school ethos toward pupil care, whilst ensuring the operational requirement are met.
 |
| **Professional standards and development** |
| * Take responsibility for and participating in continuing professional development.
* Be a role model to students through appropriate personal presentation and professional conduct.
* Support all the School’s policies and ethos.
* Establish effective working relationships with professional colleagues both in school and as part of the school’s learning community and network.
* Responsible for the health, safety and welfare of self and colleagues in accordance. with the School’s Health and Safety policies and procedures and current legislation.
* Reflect on own professional practice.
* Take responsibility for and participating in continuing professional development.
 |
| **Continuing professional development and formation** |
| * Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
* Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.
 |
| **General Responsibilities** |
| * Attend and participate in staff meetings, training, and briefings as appropriate.
* Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
* Contribute to the overall ethos, work, and aims of the Trust.
* Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.
 |
| *These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.* *The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC’s Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust’s safeguarding procedures and Keeping Children Safe in Education statutory guidance.**It is the practice of this Trust to periodically examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust’s aim to reach agreement on any alterations.* |

|  |
| --- |
| **Person Specification** |
| **Key** **E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application  |
|   | **Essential / desirable**  | **Evidence**  |
| **Qualifications** |
| NVQ Level 2 Catering or City Guilds Catering |  | Application/Interview |
| Ability to demonstrate what qualifications and training you have received within the Catering industry |  | Application/Interview |
| Basic Certificate in Food Hygiene |  | Application/Interview |
| Relevant experience in a senior position within a large scale catering establishment |  | Application/Interview |
| Experience in supervision and training of staff |  | Application/Interview |
| **Knowledge & Experience** |
| Demonstrate knowledge of recipes, methods of production, menu planning and costings |  | Application/Interview |
| Demonstrate understanding of HACCP’s and COSHH |  | Application/Interview |
| Demonstrate details of your capability in completing documentation and financial returns |  | Application/Interview |
| Demonstrate understanding of the daily routine of a kitchen supervisor |  | Application/Interview |
| Be able to provide good customer care and interpersonal skills |  | Application/Interview |
| Demonstrate experience in Healthy Nutritional Balanced Menus |  | Application/Interview |
| **Technical Skills & Ability**  |
| Knowledge of budgeting, food storage and stock control |  | Application/Interview |
| Knowledge of Quality Assurance Procedures |  | Application/Interview |
| The ability to converse at ease with customers and service users and provide advice in accurate spoken English. |  | Application/Interview |
|  |  |  |
|  |  |  |
|  |  |  |
| **Special working conditions**  |
| Willingness to wear protective clothing |  | Application/ Interview |
| To work within the school’s policies and procedures with relation to safeguarding |  | Application/ Interview |
| Willingness to attend meetings and training as required |  | Application/ Interview |
|  |  |  |
| **Personal characteristics** |
| Approach the job at all times using the Rochdale values:* Proud
* Passionate
* Pioneering and Open

Be aware of and apply the Rochdale Values and Behaviours at all times. |  |  |