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| **Job Description**  |
| **Post:** | **Assistant Catering Manager** |
| **Pay Scale:** | **Grade 5 (SCP 12-17)** |
| **Responsible to:** | **Catering Manager** |
| **Main Location:** |  **St Patrick’s RC Primary School** |
| **Main Duties** |
| * Assist in the management of the catering facility to the operational and financial management of the Catering manager
* Recommend methods to be cost efficient and improve service and to implement these recommendations in agreement with the Catering manager.
* Responsible for food and beverage production.
* Responsible for producing orders and maintaining stock levels to meet the school’s requirements, receipt of stores, material and other items in connection with the service.
* Produce menus and production schedules for the school in line with standards and costs
* Assume shift leadership and direction of staff.
* Ensure all employees have been trained in the key areas of their jobs and to monitor employees’ performance in these areas.
* Assist with the service of food and beverages.
* Monitor service and production standards and take remedial action when these fall below the standards agreed with the Catering Manager.
* Monitor waste and portion control.
* Ensure that HACCP and COSHH regulations are followed at all times.
* Assisting with the management of receipt of stores, materials and other items in connection with the service.
* Ensure complaints raised by the service users are investigated and remedial action taken.
* Responsible for key holding and kitchen security.
* Responsible for ensuring hygiene, health and safety standards are complied with within the school.
* Monitor and control financial performance within the catering service and meet the financial targets as agreed with the Catering Manager.
* Identify areas to increase profitability for discussion with the Catering Manager prior to implementation.
* Report on the financial performance of the catering operation on a weekly basis using the financial reporting procedures laid down by the school
* Responsible for control of cash takings.
* General kitchen and cleaning duties as required.

**Secondary Duties:*** Administrate agency staff for the catering operation.
* Conduct performance appraisal with staff to promote high work standards and personal development.
* Ensure all documentation related to the catering function is completed accurately and punctually.
* Ensure there is continual contact with school leadership to ensure service is satisfactory.
* Liaise with Catering Manager and school leadership regarding any special functions or buffets.
* Ensure excellent service standards are met.
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| **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.
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| **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.
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| **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.
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| *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* |

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| **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 | E | A/I |
| Basic Certificate in Food Hygiene | E | A/I |
| GCSE English and Mathematics at Grade A\*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent | E | A/I/C |
| **Knowledge & Experience** |
| Relevant experience in a catering position  | E | A/I |
| Experience in supervision and training of staff | E | A/I/R |
| Demonstrate knowledge of recipes, methods of production, menu planning and costings | E | A/I |
| Demonstrate understanding of HACCP’s and COSHH | E | A/I |
| Demonstrate details of your capability in completing documentation and financial returns | E | A/I |
| Demonstrate understanding of the daily routine of a kitchen supervisor | E | A/I |
| Demonstrate experience in Healthy Nutritional Balanced Menus | E | A/I |
| **Technical Skills & Ability**  |
| Knowledge of budgeting, food storage and stock control | E | A/I |
| Knowledge of Quality Assurance Procedures | E | A/I |
| **Special working conditions**  |
| Willingness to wear protective clothing | E | A/I |
| Willingness to attend meetings and training as required | E | A/I |
| **Personal characteristics** |
| Be able to provide good customer care and interpersonal skills | E | A/I/R |
| Good verbal and written communication skills | E | A/I/R |