



<b>Organisation:</b>	Watergrove Trust
<b>Section:</b>	Catering
<b>Location:</b>	Based at Wardle Academy.
<b>Job Title:</b>	Assistant Catering Manager
<b>Hours:</b>	36.25 hours term time only plus 1 week
<b>Grade:</b>	Grade 4
<b>Grade Range:</b>	Point 7-11 (actual salary £21,083 - £22,545) FTE salary £24,294 - £25,979
<b>Accountable to:</b>	Catering Manager
<b>Accountable for:</b>	Catering Assistants & Lunchtime Organisers
<b>Special Conditions of Service:</b>	<ul style="list-style-type: none"><li>• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.</li><li>• From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance.</li></ul>



Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **PURPOSE AND OBJECTIVES OF THE ROLE**

- Under the direction of the Catering Manager, work as part of the leadership team in the catering facility with responsibility for the production of food to a high standard and to ensure the safe and correct storage of such foodstuffs.
- To work with the Catering Manager in the provision of the catering service for the production of meals for learners.
- To promote and market school meals to maximise the uptake of paid and free meals.
- To recommend methods to increase the quality of service and increasing uptake and to implement these recommendations where agreed with the Catering Manager
- To communicate with the Leadership Team and School where required. To work effectively with the Operations Manager and School to achieve Educational and Welfare objectives whilst ensuring operational requirements are met.
- Providing advice and support in relation to health, nutrition and managing allergies.
- To work closely with the School to complement and support the National Curriculum with appropriate theme days.
- To deputise in the absence of the Catering Manager.

### **Safeguarding**

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

### **Financial**

- Resources

### **Equipment/Materials**

- To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.
- To adhere to the school/Trust rules and regulations relating to the use of ICT, email and intranet/internet access.

### **Health/Safety/Welfare**

- Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust and current legislation.



## **Training and Development**

- The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trust's Associate Staff Annual Review Framework.

## **Relationships (not exhaustive)**

Headteacher

Senior Leadership Team

Catering Manager

Colleagues

Teaching Staff

Associate Staff

Students

Parents

Visitors

Contractors

Governors /Trustees

## **Organisation Structure**

Headteacher
Operations Manager
Catering Manager
Assistant Catering Manager
Catering Assistants/ Lunchtime Organisers

## **Values and Behaviours**

Our mission is to be ever **"Providing more"** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependence within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

## **Responsibilities**

The postholder must:



1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

## **Principal Duties**

The postholder will work as part of the leadership team, working under the direction of the Trust Catering Manager with responsibility for:

1. Food and beverage production.
2. Producing menus and production schedules, ensuring provision of menus with good nutritional standards, awareness of school food standards and nutritional guidelines
3. The production of orders and maintaining stock levels to meet the school's production needs and targeted stock level requirements.
4. Controlling and monitoring stock levels in comparison to orders placed and stocks used.
5. Line management of catering assistants on a day to day basis.
6. Monitoring nutritional standards by checking what customers are eating and identifying where improvements can be made.
7. Ensuring healthy catering practices are adopted and maintained.
8. Monitoring waste and portion control.
9. General kitchen and cleaning duties as required.
10. The receipt of stores, materials and other items in connection with the service.
11. Correct storage and use of food and materials.
12. Ensuring food hygiene and safety, health and safety standards and QA procedures are complied with within the unit.
13. Identifying areas to increase profitability for discussion with the Trust Catering Manager and Operations Manager prior to implementation.
14. Deputising in the absence of the Catering Manager.
15. Undertaking such duties and responsibilities of an equivalent nature as may be determined by the Trust Catering Manager /Headteacher/Operations Manager after consultation with the post holder and if he/she wishes in consultation with the trade unions.
16. The 'healthy eating' ethos of the school.

## **Secondary Duties**

- Uphold the professional standards expected of every member of Trust staff in all dealings



with colleagues, students, parents/carers and the wider community and adhere to the principles expressed in the aims of the Trust.

- To participate in programmes of training when required. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings when required. To demonstrate a commitment to self-review and professional development.
- To demonstrate unconditional positive regard to all students in the academy at all times.
- To undertake training to provide First Aid cover as required.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate.
- To support and participate in a team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.
- The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
- Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
- It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards anyone. The postholder should counteract such practice or behaviour by challenging or reporting it.
- Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
- Support the academy and the Trust in meeting our legal requirements for worship.
- Actively promote the academy and Watergrove Trust corporate policies.
- Any other activity commensurate with the role as directed by the Headteacher or their designate

Job Description Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_



Postholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.*



## Watergrove Trust Person Specification

<b>Organisation :</b>	Watergrove Trust	<b>Post:</b>	Assistant Catering Manager
<b>Section :</b>	Catering	<b>Grade:</b>	Grade 4 point 7-11

### **Note to Applicants:**

**Essential Criteria (E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

**Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment.**

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
<b>Qualifications</b>		
• Food Hygiene Certificate	<b>E</b>	<b>AF, A</b>
• Level 2 in Literacy and Numeracy or equivalent	<b>E</b>	<b>AF, A</b>
• First Aid Certificate	<b>D</b>	<b>AF, A</b>
• Manual Handling Certificate	<b>D</b>	<b>AF, A</b>
<b>Skills and Experience</b>		
• Experience of menu planning	<b>E</b>	<b>AF, A</b>
• Basic IT skills	<b>D</b>	<b>AF, A</b>



• Experience of stock control and recording	<b>E</b>	<b>AF, A</b>
• Experience of managing teams	<b>E</b>	<b>AF, A</b>
• Experience of purchasing perishable and non-perishable foodstuffs and consumables Knowledge of nutritional guidelines, perishable foodstuffs and consumables	<b>E</b>	<b>AF, A</b>
• Experience with working with young people	<b>E</b>	<b>AF, A</b>
<b>Knowledge and Ability</b>		
• Understanding of the importance of safeguarding/child protection when working in a school setting	<b>E</b>	<b>AF, I</b>
• Ability to drive forward change and motivate staff	<b>E</b>	<b>AF, I</b>
• Effective communication and influencing skills	<b>E</b>	<b>AF, I</b>
• Ability to work to tight deadlines and under pressure	<b>E</b>	<b>AF, I</b>
• Knowledge and understanding of health and safety requirements.		
• Knowledge of nutritional guidelines.	<b>E</b>	<b>AF, I</b>
• Understanding of Equal Opportunities issues.	<b>E</b>	<b>AF, I</b>
• Knowledge of HACCPs and COSHH.	<b>E</b>	<b>AF, I</b>
• The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.	<b>E</b>	<b>AF, I</b>
<b>Special Working Conditions</b>		
• Willingness to participate in relevant training and development opportunities.	<b>E</b>	<b>AF, I</b>
• Flexible in approach and able to meet the changing demands of the role	<b>E</b>	<b>AF, I</b>
• Requirement to undertake First Aid Training and provide first aid cover as necessary, participating on the rota of provision	<b>D</b>	<b>AF, I</b>
• Full Driving licence	<b>D</b>	<b>AF, I</b>





<ul style="list-style-type: none"> <li>All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment</li> </ul>	<b>E</b>	
<ul style="list-style-type: none"> <li>You will be expected to at times work outside normal working hours to participate for example supporting at Events, Open Evenings, Progress Evenings as and when required.</li> </ul>	<b>E</b>	<b>AF, I</b>

