

# St Matthias School



## Catering Development Manager / Chef

### Job Description

**Salary:** NJC Grade 5 LPP 12 – 16 (£29,093 – 32,654) full time or pro-rata to weeks worked

**Hours:** 37hrs per week, 52 weeks per annum or less if requested (i.e. Term time +2 weeks) indicatively from 7.30 am to 3.30 pm

**Location:** St Matthias School, Deans Road, Wolverhampton

**Reporting to:** Head of School Organisation and Resources / SLT

**Special conditions of service:**

The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.

Staff are required to use their annual leave during the school holidays only

Enhanced DBS clearance is required.

The role might require to drive for school business or meet mobility requirements

### Main duties and responsibilities

#### **Catering Provision**

- To develop and progress the catering provision to deliver healthy and high quality meals that meet the Nutritional Standards.
- To achieve best value without compromising quality relating to catering service.
- To be responsible for the performance of the whole school catering provision.
- To negotiate best value contracts with suppliers to ensure the cost effectiveness of the catering service.
- To ensure the attractiveness of catering provision including food presentation and the eating environment
- To undertake food assistant duties when the need arises, ie preparing and cooking food, service on counter, cashier, cleaning and litter picking.

#### **Managing Staff**

- To supervise and deploy all catering staff to ensure the efficient organisation of the catering service, and deal with any staffing problems/issues that may arise.

- To ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered effectively in the absence of key personnel.
- To oversee and deliver the preparation, cooking and service arrangements.
- To undertake and deliver any training necessary to manage and improve the team of catering staff

### **Managing Resources**

- To be responsible for the accurate costs control of catering revenue and expenditure.
- To complete any financial reports that may be necessary
- To liaise with the Head of School Organisation and Resources with regard to the coordination of procurement of goods and services.
- To undertake routine checks of equipment, cleaning material, stationery and uniform.
- To plan daily menus, making provisions as appropriate for special food diets, and order stocks accordingly.
- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.
- To be responsible for and ensure correct procedures for banking and reconciliation are met.

### **Health & Safety**

- To ensure adherence to all procedures within the school's policies and associated risk assessments
- To ensure compliance with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- To ensure the safe operation of kitchen equipment at all times.
- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.
- To undertake regular Risk Assessments.
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To ensure the security of the catering area at all times.
- To be responsible for the regular inspection and maintenance of the First Aid Box and arrange replenishment as necessary.
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.

### **Safeguarding**

- To fulfill responsibilities and obligations in relation to the safeguarding of children.

### **General Responsibilities**

- To actively contribute to developing initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in school and aspects of financial viability.
- To assist in the recruitment, assessment, selection and appointment of catering personnel.
- To provide induction training for catering personnel and identify and coordinate necessary training and development requirements to ensure that all staff have the skills and abilities required to deliver an effective catering service and maintain appropriate records.
- To operate in line with the ethos, culture, overall aims and policies of the school.
- To work flexibly and undertake, when required, other duties associated with supporting the needs of children, as may reasonably be determined by the Headteacher or his representative.

- The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing role of the School, as may be determined by the School (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

## Catering Development Manager / Chef Person Specification

Essential	Desirable
<b>Experience/Knowledge</b>	
<ul style="list-style-type: none"> <li>• Level 3 qualification in Catering &amp; Food Preparation (or equivalent)</li> <li>• Possess Level 2 or higher qualification in English/Literacy and maths/Numeracy</li> <li>• Significant experience of working at a comparable level of responsibility in a medium/large catering establishment</li> <li>• Experience of menu planning and costings</li> <li>• Experience of purchasing food, stock control and recording</li> <li>• Experience of leading, managing a team</li> <li>• Knowledge of H&amp;S requirements, HACCP and COSHH and nutritional guidelines for schools</li> <li>• First aid qualification or willingness to undertake it on commencement</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school setting</li> <li>• Experience of working with young people</li> </ul>
<b>Skills/Abilities</b>	
<ul style="list-style-type: none"> <li>• Strong and effective leadership and management skills</li> <li>• Ability to drive forward change and motivate staff</li> <li>• Ability to effectively present written and verbal information to a variety of audiences</li> <li>• Ability to communicate written and verbal information to a variety of audiences</li> <li>• Knowledge and understanding of marketing and income generation</li> <li>• Ability to work to tight deadlines and under pressure</li> <li>• Strong IT skills and use of technologies</li> </ul>	
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Approachable, empathetic and able to build strong relationships with colleagues and children.</li> <li>• Takes responsibility for own and team actions, identifies and overcomes barriers and manages risks</li> <li>• Punctual, with excellent personal and professional boundaries</li> <li>• Identifies and promotes best practice and encourage the sharing of ideas</li> <li>• Accepts, supports and quickly implements change</li> <li>• Organised, consistent and committed</li> <li>• Flexible and determined</li> </ul>	