



**Location:** The Carlton Academy, Coningswath Road, Carlton, Nottingham, NG4 3SH

**Salary:** Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

**Hours of work:** 37 hours per week, term time plus 2 weeks

**Responsible to:** Operations Manager / Trust Catering Manager

**Post objective:** Provision of a high quality catering service which meets the needs of the pupils and the school and ensures that catering standards are achieved and maintained inline with the School Food Safety Standards and Food Standards Agency which support the raising of standards of achievement and attainment.

### Main Duties and Responsibilities:

#### **Catering Provision**

- To be responsible to implementing and managing the school food safety standards policy
- To develop and progress the catering provision to deliver healthy and high-quality meals that meet Nutritional Standards
- Working with the Head of Procurement to achieve the best value without compromising quality relating to authorised catering service
- To be responsible for the performance of the whole school catering provision, including health and safety, due diligence and cooking of food
- Ensure compliance to the school foods standards and Foods Standards Agency requirements
- To negotiate best value contracts with authorised 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 ensure the catering provision is a cost neutral or sustainable surplus provision and not a financial drain on the Academy
- To provide catering provision for after school and evening events as directed by the Headteacher or Operations Manager

#### **Managing Staff**

- To supervise and deploy all catering staff and midday supervisors to ensure the efficient organisation of the catering service, and deal with any staffing issues that may arise in line with trust HR policies and procedures
- To prepare and manage the duty rota for all catering personnel

- To oversee the preparation, cooking and service arrangements.

### **Managing Resources**

- To be responsible for the accurate costs control of catering revenue and expenditure
- To maintain the school's cashless system
- To undertake routine checks of equipment, cleaning material, stationery and uniform
- To ensure that maintenance agreements for all equipment are current and arrange for the necessary checks at renewal
- To plan daily menus, making provision as appropriate for special food diets, and order stocks accordingly
- To monitor portion control, food wastage, menu display and points of sale
- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier
- To ensure all items sold are inline with the approved gross profit ratio
- To manage and provide supervision for the breakfast club

### **Health & Safety**

- To ensure adherence to all procedures within the operations manual
- 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 and ensure all sharps remain locked away from access to pupils when not in use
- 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

### **General Responsibilities**

- To work as part of the Catering Team
- To actively contribute to development 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 commercial viability
- To carry out annual Performance Review for all catering and Midday personnel
- To provide induction training for catering and midday supervisory personnel and identify and co-ordinate 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 pupils, as may reasonably be determined by the Headteacher or their representative
- To participate in the whole inset days as required

**EXPERIENCE, EDUCATION, SPECIAL QUALIFICATIONS AND TRAINING REQUIREMENTS**

- NVQ Level 3 in Catering or Supervisory Management or equivalent qualification or extensive recent experience in a large-scale catering environment as Kitchen Supervisor or equivalent level
- Experience of staff management
- Experience of Managing a budget and cost control
- Experience in the use of ICT

**PLUS DAYS WORKING HOURS**

<b>Holiday</b>	<b>Number of Working Days</b>
October Half Term	2 days
Christmas Holiday	1 day
February Half Term	1 day
Easter Holiday	2 days
May Half Term	1 day
Summer Holiday	3 days

All the above working hours are subject to change due to the needs and demands of the Academy and exact working days to be agreed with your Line Manager in advance of working them.

**HEALTH AND SAFETY**

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the postholder. The postholder will be expected to participate in the School's performance management programme for support staff and to participate in appropriate staff training and development activities.

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment