**Job Description**

**Post Title: Catering Manager**

**Location: Derby Moor Spencer Academy**

**Salary/Pay Range: NJC 15-18**

**Hours of work: Full time 37 hours per week, Term Time plus one week**

**Reporting to: Facilities Manager, Trust Catering Manager**

**Purpose of Role**

To work in the Catering and food service areas under the control of The Spencer Academies Trust

To oversee a large commercial kitchen, conference catering, refreshments and buffet requirements over the site. Taking the lead responsibility for the operational requirements and service delivery during the day. Taking the lead in the organisation and management of all other catering staff and provide effective line management of the catering team.

To provide an efficient operation and delivery of service, preparation of meals to appropriate standards, ensuring customer satisfaction and maintaining the cleanliness and hygiene of the unit

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle. Where appropriate the post holder will be expected to use all Trust standard computer hardware and software packages. The post holder will be required to work at the different catering locations across the Academy and may, in agreement with the Trust Catering Manager, work at the different locations across the Trust. Specific responsibilities include:

**Main Duties and Responsibilities**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

* To prepare and present all food at the required times to the Academy’s standard and satisfaction.
* To assist in the service of meals where necessary
* To maintain a high standard of hygiene and cleanliness in the food preparation and service areas at all times paying attention to the Health and Safety regulations.
* To effectively manage the Catering budget, utilizing the online ordering system to streamline the procurement processes and ensure timely payment of all invoices.
* To supervise and assist in food stocktaking and to ensure the security of stores during all working hours.
* To oversee vending operations if applicable.
* To keep all work areas and surfaces as clean and tidy as is practicable at all times especially at the end of the day/shift.
* To assist in identifying training needs of staff, delivery of training and the supervision of standards.
* To ensure the security of all the Establishment's provisions, equipment and utensils at all times.
* To carry out any reasonable request by the Management team.
* To assist with the input of data to the computer.
* To deliver food & goods to any building on site.
* Undertake Appraisal and Performance Management for all staff that the post-holder line manages and appropriately manage any underperformance with support from the Trust HR Manager.
* Handle & bank money where necessary
* Responsibility for close of day procedures for cashless catering system.
* Dealing with parental enquiries with regard to cashless catering
* This role includes lifting as part of daily duties
* To prepare food and beverages for special functions and assist with other related Activities, which may sometimes be outside normal working hours.
* To work at other academies with the Trust in agreement with the Trust Catering Manager
* To report, and where possible, take appropriate action about customer or Client complaints or compliments.
* To report and, where possible, take appropriate action for any incidents of accident, theft, fire, loss, damage unfit food or other irregularities
* To attend meetings and training courses as may be necessary from time to time
* To relieve in other service areas within the establishment during periods of holidays, sickness etc.
* To manage the maintenance of equipment and report any breakdowns to the Facilities Manager.
* Arrange the recruitment of new employees to the team.
* Dealing with minor disputes within the team.
* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
* Participate in the Academy Appraisal process and undertake professional development as required.
* Adhere to all internal and external deadlines.

**Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| Valid Food Hygiene qualification preferred but not essential. Experience of working in a busy kitchen environment  Previous experience in an educational environment  Ability to follow Codes of Practice. (Please refer to the Health & Safety and Hygiene Practices).  Ability to use general catering equipment safely and correctly  Ability to deliver high standards of customer service | **✓**  **✓**  **✓**  **✓** | **✓**  **✓** |
| **Knowledge and skills** | | |
| Ability to work collaboratively with others  Ability to work within systems and specified timelines  Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace.  Able to prepare, cook and present food to meet quality, cost and food and health and safety standards.  Experience of preparing, cooking and serving of food within a large catering operation. (e.g. school, factory or large restaurant).  Ability to plan and organise own workload within the kitchen and provide support to the team as required. | **✓**  **✓**  **✓**  **✓**  **✓**  **✓** |  |
| **Personal qualities** | | |
| Able to follow direction and work in collaboration with the catering team  Able to work flexibly, adopt a hands-on approach and respond to unplanned situations  Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Commitment to the Trust’s ethos, aims and whole community. | **✓**  **✓**  **✓**  **✓**  **✓** |  |