



## DEVONPORT HIGH SCHOOL FOR GIRLS JOB DESCRIPTION CATERING MANAGER

<b>Post Title:</b>	Catering Manager
<b>Grade:</b>	Grade E Points 15 - 20
<b>Hours:</b>	37 hours per week, 39 weeks per year
<b>Responsible to:</b>	Business Manager
<b>Job Purpose:</b>	Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard and within the budget limitations. To demonstrate a passion and enthusiasm for fresh food and great service through innovative marketing and developing a team in exceeding expectations.

---

### Key Accountabilities:

#### CATERING

1. To be responsible for the preparation and presentation of all food to the required school standard and to comply with the Healthy Schools agenda.
2. To order fresh and raw materials and supplies, check deliveries and ensure all fresh, raw and cooked food is stored correctly.
3. To ensure that all staff carry out preparation and cooking of all meals to the recipe specifications and nutritional guidelines, ensuring compliance with allergen labelling.
4. To be responsible for the menu planning, costing and ordering, ensuring the menus are uploaded to the school website via the approved procedure.
5. To ensure the prompt service of all meals, breaks and functions provided, as required by the Head Teacher and budget holders.
6. To ensure that all catering activities are carried out in line with the pre-agreed school budget and to procure products accordingly.
7. To devise and implement promotions and theme days in consultation with the student executive, staff and other stakeholders.
8. To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon if appropriate.
9. To regularly review and adjust the menu to ensure it is vibrant and appetising and to remove unpopular or costly items.
10. To be responsible for stock control and rotation of stock; to direct the catering staff in carrying out termly stock takes and ensure the annual stock take is reported to the Business Manager for inclusion in the annual accounts.
11. To occasionally organise special functions which may be outside of normal working hours.

12. To make provision for catering services and catering supplies that may be required and charge to relevant budget holders.

### **FINANCIAL MANAGEMENT**

1. To ensure that all aspects of the School's Finance Regulations are following throughout the Catering Provision.
2. To work with the Estates Manager and Business Manager to develop a Business Plan for the Catering Provision.
3. To undertake appropriate promotion and marketing of the catering service.
4. To have in place procedures to monitor progress against the budget and Business Plan.
5. To operate the software package for the Catering Provision to provide accurate information relating to income, expenditure and activity to be included in the accounts
6. To ensure there is a fully costed menu, with sufficient information to ensure portion control.
7. To oversee the running of the cashless till system ensuring that all items purchased are recorded.
8. To prepare daily, weekly and termly trading records highlighting significant variances to the budget plan.
9. To maximise the full potential of the catering provision in terms of turnover, profitability, quality of food and value for money for students and staff.

### **COMMUNICATIONS**

1. To attend weekly meetings with the Catering Supervisor, Estates Manager and Business Manager.
2. Attend meetings with the Student Executive on a regular basis to obtain feedback from the student body.
3. To actively monitor consumer satisfaction with the food provided on a regular basis.
4. To hold regular team meetings with all catering staff.
5. To be responsible for the immediate reporting of staff absences to the Personnel Assistant/Business Manager.

### **TEAM LEADERSHIP**

1. To lead, motivate and inspire the catering team.
2. To have an effective, knowledgeable and flexible team
3. To assist in recruiting and to induct all new members of the catering staff.
4. To monitor staff performance, providing training and development as necessary.
5. To participate in the Performance Management of the catering staff.

### **HEALTH AND SAFETY**

1. To report all accidents and any food/dietary concerns.
2. To be responsible for ensuring that all aspects of health and safety legislation are complied with in so far as the catering service is concerned.

3. To ensure that the cleaning schedule is complied with and carry out cleaning as required.
4. To ensure that we receive a high award for food hygiene.

This job description outlines the duties required for the post and indicates the level of commitment and responsibilities expected. The list is not exhaustive and you may, from time to time, be required to undertake other duties to meet the needs of the school.

Signed:.....Date: .....  
Post holder

Signed:.....Date: .....  
Head Teacher