



## Job Description

<b>Post title</b>	Catering Manager
<b>Job Evaluation</b>	N6668
<b>Grade</b>	Grade 9 SCP 24 – 28 (£35,412 - £39,152 pro-rata)
<b>School Name</b>	Durham Johnston Comprehensive School
<b>Reporting to</b>	Resources Manager and Director of Finance and Operations
<b>Contract details:</b>	Permanent (subject to a 6 month probationary period)
<b>Working Time:</b>	Term time only (38 weeks) plus 3 – 5 INSET days as required for which additional payment will be made  <b>37 hours per week</b> Mon – Thurs 7.00am – 3.00pm, Fri – 7.00 - 2.30pm (includes 30 mins lunch UNPAID)
<b>Location</b>	Your normal place of work will be Durham Johnston Comprehensive School
<b>Disclosure and Barring Service (DBS)</b>	This post <b>is subject to an Enhanced Disclosure.</b>  This post is exempt from the Rehabilitation of Offenders Act 1974. As the post will involve regulated activity with children, it is a criminal offence to apply for this post if you are included on the children's barred list held by the DBS.

### Description of role

The primary purpose of the Catering Manager is to lead, develop, and professionally manage a high-quality, in-house catering business that meets the nutritional needs of our school community, enhancing the daily school experience and promoting student well-being.

### Duties and Responsibilities

The postholder is responsible for the end-to-end performance of the service, combining culinary excellence with commercial acumen to ensure the business is both innovative and profitable. By managing budgets efficiently, negotiating best-value contracts, and launching new service outlets within the terms of the School's Catering Policy, the manager ensures that the dining and hospitality provision is of a high standard, sustainable, and fully aligned with the ethos of Durham Johnston School.

### Key Responsibilities

**Strategic Leadership & Business Development:** To lead the strategic expansion of the catering business by launching new food outlets and grab-and-go points across the school site. To drive commercial viability and increase service capacity through innovative income-generation strategies that align with the school's ethos.

**Menu Innovation & Quality Assurance:** To design imaginative, high-quality menus that maximize student uptake while ensuring strict compliance with national School Food Standards and Nutritional Compliance. To oversee large-scale culinary production, specialised dietary planning and food aesthetics to maintain the premium reputation of the school's in-house brand.

**Operational Staff Management and Development:** To lead the daily deployment, performance and well-being of the catering team, ensuring high service standards through hands-on supervision and essential training. To manage efficient staff rotas while fostering a positive, collaborative culture that ensures the kitchen is always reliably staffed to meet the daily needs of pupils.

**Resource Management & Health and Safety:** To take responsibility for all kitchen appliances and equipment, ensuring they are well-maintained, safe, reliable, and ready for daily meal production. To manage routine safety checks and coordinate prompt repairs, ensuring the kitchen remains a safe and efficient workspace for the team.

**Financial Responsibility:** Contributory role, working alongside the Finance Manager, to help monitor and manage a substantial budget, ensuring value for money, controlling expenditure, and contributing to the planning and setting of future budgets to support the ongoing development of the service.

**Safeguarding & Professional Standards:** To act as a lead for the welfare of children and young people, ensuring all catering operations and personnel strictly fulfil their safeguarding obligations. To uphold the highest levels of personal hygiene and professional appearance across the team, working flexibly to support the school's culture and the needs of its pupils.

### **Strategic Leadership & Business Development**

- To be responsible for the performance of the whole school catering provision, with support from the Resources Manager and the Director of Finance and Operations.
- To actively contribute to development initiatives to improve service efficiency, commercial viability, and income generation through innovative food policies.
- To continue developing the school dining provision, ensuring the quality of dining and hospitality services are outstanding and align with the school's Catering Policy.
- To achieve "best value" for the school without compromising quality, ensuring the catering provision supports and promotes student well-being.
- To lead the strategic expansion of the catering business by identifying and launching new food outlets, service areas, and innovative grab-and-go points across the school site to increase capacity and enhance the student dining experience.

### **Menu Innovation & Quality Assurance**

- To develop and progress a catering provision that delivers healthy, high-quality meals meeting national Nutritional Standards.
- To introduce creative food concepts and oversee all preparation, cooking, and service arrangements to ensure food presentation and the eating environment remain outstanding.
- To plan daily menus, making provisions as appropriate for special food diets, and order stocks accordingly
- To be responsible for the management of food allergies processes and procedures to provide adjusted menus for special diets for associated with allergies intolerances or other individual needs as required.
- To effectively control portion sizes and food production to minimise waste while staying within budget constraints.

## **Operational Staff Management and Development**

- Ensure the effective deployment of all catering staff and the preparation and management of duty rotas to ensure seamless service delivery across all school dining periods.
- To oversee the preparation, cooking and service arrangements.
- To supervise and employ lunchtime supervisors as necessary.
- To oversee staff performance and conduct in conjunction with the Resources Manager, addressing any operational issues or staffing problems promptly to maintain service continuity and team morale.
- To assist the Resources Manager in the recruitment, assessment, and selection of personnel to build a high-performing and student-focused team.
- To ensure an appropriate level of coverage within the staffing structure to maintain effective service delivery at all times.
- To provide induction training for new catering personnel.
- To identify and coordinate necessary training and development to ensure that all staff have the skills and abilities required to deliver a highly effective catering service.

## **Resource Management & Health and Safety**

- To be responsible for the management of the physical kitchen environment, ensuring it is operated efficiently and maintained to a high standard.
- To oversee the safe operation and routine maintenance of all kitchen appliances and heavy equipment, ensuring they are fit for purpose and used correctly by staff.
- To ensure strict adherence to COSHH, HACCP, and Health & Safety regulations, ensuring the kitchen and all storage areas are clean, secure, and free from hazards.
- To ensure compliance with Safer Food Better Business (SFBB) requirements.
- To manage the inspection and maintenance of first aid provisions and ensure all accidents or incidents are reported according to policy.
- To undertake Risk Assessments as needed.
- To ensure the security of the catering area at all times.
- To undertake routine checks of equipment, cleaning material, stationery and uniform.
- To ensure that maintenance agreements for all equipment are current and to arrange for necessary repairs immediately, taking unsafe equipment out of use pending repair.
- To meet all statutory requirements for Ofsted and Local Authority hygiene inspections.

## **Safeguarding & Professional Standards**

- To fulfil all obligations and responsibilities in relation to the safeguarding and welfare of children and young people.
- To ensure all catering personnel maintain the highest standards of cleanliness, personal hygiene, and professional appearance.
- 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.

## **Values and behaviours**

To demonstrate and be a role model for the school's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the service in education we provide.

## **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role and to be creative, innovative and empowered. Understand the operational impact of transformational change within the school.

**Communication**

To communicate effectively with our pupils, senior leadership team, peers, and partners and to work collaboratively to provide the best possible education. Communication between colleagues, services and partner organisations is imperative in providing the best possible education.

**Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the schools Health and Safety policy and procedures.

**Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

**Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the schools policies and procedures in relation to data protection and security of information.

**Climate Change**

To contribute to our school's responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

**Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the school's appraisal processes to ensure continuous learning and improvement and to increase schools' performance.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.