

## JOB DESCRIPTION

<b>POST TITLE :</b>	Catering Manager
<b>GRADE :</b>	Band 6 (SCP 9-12)
<b>RESPONSIBLE TO:</b>	Operations and Business Manager
<b>JOB PURPOSE :</b>	<p>To be responsible for the day-to-day management of catering staff at the Hurworth School.</p> <p>To prepare school meals to a high standard in a timely manner.</p> <p>To ensure that food hygiene/handling and safe practices are followed in the kitchen.</p>

### Main duties/responsibilities

1. To lead the preparation and delivery of the catering service provided at Hurworth, including preparing and cooking meals to a high standard following the recipes and menus.
2. To manage stock levels and order produce from dedicated suppliers, in-line with Trust policies and the Scheme of Delegation, to ensure that required ingredients and food are available for the preparation of meals.
3. To ensure that all meals are delivered in accordance with the quality systems and current work practices.
4. To be responsible for checking and storage of fresh and frozen produce, including temperature control, in line with Health and Hygiene Legislation requirements.
5. To ensure that food is presented and served to a high standard, and kept at the correct temperature during periods of service in line with Legislative requirements.
6. To demonstrate leadership qualities and deliver on the job training to catering staff as required.
7. To ensure that appropriate arrangements are made to cover staff absence, in liaison with the Operations and Business Manager, in order to maintain the level of service expected and the efficient utilisation of staff.
8. To control budgets and stock in accordance with approved policies and monitor income, ensuring that daily and weekly control of costs meet departmental targets.
9. To be responsible for calculating daily meal numbers and ensuring the orders placed meet demand.

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10. To liaise with the Trust Business Manager and assist with the co-ordination of promotional activities to customers, visitors, and the community.
11. To ensure the kitchen is kept clean in line with hygiene guidance and that staff are presentable and comply with uniform requirements.
12. To undertake the Appraisal process within the Catering Team and ensure reviews are completed and submitted in a timely manner.
13. To manage Hurworth School Catering Team in line with the Trust's policies and procedures and ensure that employees are aware of their obligations under these.
14. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
15. To carry out duties in line with Trust policies in terms of employment and service delivery to ensure that pupils and colleagues are treated and services delivered in a fair and consistent manner.
16. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both themselves and others.
17. To undertake any other duties of a similar nature related to the post and appropriate to the job grade, which may be required from time to time.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties detailed above should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

We are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.

### PERSON SPECIFICATION CATERING MANAGER

#### Key:

**A - Application form including letter of application**

**S – Selection process including interview**

**R – Employment references**

**C – Certificates as relevant to the post**

**D – Enhanced Disclosure and Barring Service Criminal checks**

Criteria number	Qualifications	Essential / Desirable	Stage identified
1.	Basic Food Hygiene Certificate	E	A,C
2.	NVQ Level 2 or equivalent in Catering	E	A,C
3.	Level 3 Food Safety	D	A,C
4.	Craft trained in Professional Cookery	D	A,C
5.	Current qualified First Aider	D	A,C
Criteria number	Experience & Knowledge	Essential / Desirable	Stage identified
6.	Approximately one years' experience in a catering environment	E	A,S,R
7.	Experience of food costing and budget control	E	A,S,R
8.	Experience of stock control	E	A,S,R
9.	Previous experience within a School Meals environment	D	A,S,R
10.	Previous experience of supervising staff in a catering environment	E	A,S,R
11.	Previous experience of providing on the job training to staff	D	A,S,R
Criteria number	Skills	Essential / Desirable	Stage identified
12.	Ability to demonstrate food display techniques	E	A,S,R
13.	Ability to lead and manage staff	E	A,S,R
14.	Ability to communicate both orally and in writing with a wide range of audiences	E	A,S,R
15.	Ability to demonstrate customer care skills	E	A,S,R
16.	Have a good eye for detail	E	A,S
17.	Possess excellent organisational skills	E	A,S,R

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Criteria number	Personal Attributes	Essential / Desirable	Stage identified
18.	Ability to use own initiative	E	A,S,R
19.	Ability to demonstrate leadership qualities	E	A,S,R
20.	Ability to remain calm under pressure	E	A,S,R
21.	Ability to work as part of a team	E	A,S,R
Criteria number	Special Requirements	Essential / Desirable	Stage identified
22.	A flexible approach to work, with the ability to work additional hours if required	E	A,S
23.	Suitability to work with children and young people	E	S,R,D
24.	Ability to form and maintain appropriate relationship boundaries with children	E	S,R
25.	Smart personal appearance and ability to comply with uniform requirements of the post	E	S,R
26.	Willingness to undertake further training/qualifications in catering field	E	A,S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: May 2025