

JOB DESCRIPTION

POST: Catering Manager

LOCATION: Lightwoods Primary Academy

Post Summary

To provide management of catering facilities within the academy to provide students, staff & visitors with value for money meals of a high standard.

To play a lead role in the development of catering facilities.

To support extended school activities, school cooking

To create new and varied menus which will enhance the lunchtime experience of all our students

To ensure compliance with the requirements of food hygiene regulations, Health & Safety, COSHH regulations and risk management.

Duties and Responsibilities: -

- To plan imaginative and healthy menus, which introduce pupils to a varied range of dishes using good quality produce.
- To line manage and deploy all catering staff to ensure the efficient organisation of the catering service
- To work with the Trust Catering Manager to source the best quality food within given budget
- Train staff to prepare food to the highest standard
- To support the development of an annual maintenance programme for all catering equipment in liaison with the Business Manager
- To be and ensure that staff are professional, friendly, fair and firm with pupil, demonstrating the sort of politeness and respectfulness we would wish them to emulate
- To work with children to share and encourage a love of food and cuisine.
- To ensure staff are friendly, helpful and welcoming to parents and other visiting the Academy
- To ensure that all kitchen areas are clean and free from hazards
- To ensure all accidents and incidents are reported, including notifiable diseases

- To ensure that all catering personnel maintain high standard of cleanliness, personal hygiene and appearance
- To oversee and devise a regular cleaning programme of the Academy kitchen
- To ensure any special dietary requirements for all staff, pupils and visitors are catered for
- To ensure procedures and controls are in place for regular stock control checks
- To order the correct level of stock ensuring minimum stock wastage and maximum stock turnover
- To liaise with suppliers and contractors to ensure services are provided effectively
- To report to the Business Manager on costs and income
- To monitor prices and liaise with suppliers
- To ensure personal and staff training is up to date at all times
- To ensure Environmental Health, Hygiene and Health and Safety Legislation is followed and maintained at all times
- To maintain and ensure Academy IT platforms are up to date at all times
- To be available to work outside of contractual hours to support out of hours' events that may require catering
- To respond to unexpected problems using recognised procedures and policies as a guide.

Such other duties as may be appropriate to achieve the objective of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary and grade, abilities and suppliers

Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children's Barred List check for post carrying out a regulated activity.