



Post: Catering Manager Lyng Hall School

Salary Level: G6

Hours: 37 (TTO) + 3 weeks

Responsible to: Head of Estates

Job Purpose:

- To undertake work in accordance with any rules and regulations relating to safeguarding and promoting the safety and welfare of children
- To continually look for ways to improve the standards and variety of food available, promote special events following the academic year
- To be responsible for the management of the Kitchen/Dining room and provision of catering, and cleaning requirements between sittings
- To operate the catering facility as a profit centre ensuring targets set in relation to budgets and all administrative aspects are achieved
- Ensure the quality of food provided represents best value and is in accordance with legislative and other nutritional requirements and standards
- To ensure that the school's reputation for food quality and service is enhanced with parents and children
- To administer financial controls and keep records using the appropriate MAT finance (IRIS) and manual systems
- To recruit, train and manage catering staff

Description of duties and responsibilities

- Planning food production, considering seasonal pupil number fluctuation, preparation of menus and as required, preparing for special functions (e.g. buffets, open evenings, lettings etc.)
- Manage the catering staff and full range of cooking activities, including special dietary meals and ensuring that high standards are achieved in terms of quality, quantity, consistency and portion sizes
- Ensure the MAT administrative procedures relating to the purchase and storage of food and catering equipment are followed
- Overseeing catering supervisors on all ordering of food, cleaning materials, disposables etc. in accordance with the MAT finance policy and budget
- Overseeing catering supervisors on all food delivery audits, recorded and stored in accordance with Health & Safety procedure
- Make sure all deliveries and invoices are checked for accuracy and processed promptly for payment
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- Oversee catering supervisors regular stock take and investigate any discrepancies
- Maintain the inventory of kitchen equipment and complete an annual audit of light and heavy equipment
- Ensure hygiene, H.A.C.C.P and Health & Safety procedures are followed ensuring appropriate training of the catering staff, ensuring accident forms are completed and reported
- The management and organization of the kitchen staff including the operational control of service points and associated administrative tasks (e.g. timesheets, return to work interviews, staff appraisals, accident forms, preparation of rota's and allocation of tasks, on the job training and staff induction
- Ensure compliance with the MAT policies relating to Health & Safety regulations and other issues, implementing as required safe working practices, to include general security of the catering and dining room area
- Act as representative on the Health & Safety Committee and report back findings from Health & Safety inspections
- Responsible for achieving financial and operational targets (e.g. meal numbers, provision costs, labor and other costs)
- Support catering supervisors with reporting repairs and defects, escalating reports as required and ensure correct usage and care of kitchen equipment.
- Undertake other catering requirements as required to support the catering staff during absence or periods of high demand
- Attend courses, as necessary, to enable the efficient management of kitchen to be maintained
- Complete staff annual one-to-one appraisal and effectively encourage their development
- Address any under performance or Health & Safety concerns with Kitchen staff
- Ensure high standards of customer care, dealing positively with customers and complaints
- Manage the operation of a cashless payment system, tracking parent pay and negative account balances
- Encourage participation of suppliers to take part in promotional/marketing activities designed to achieve meal uptake
- Promote the use of the catering and dining facilities though pupils, staff the community and lettings etc.
- Responsible for ensuring the all MAT procedures relative to the control of cash, the operation of tills, cash collection, security and banking of monies are strictly adhered to
- Keep abreast of and conform government Healthy Eating guidelines
- Carry out food allergy liability analysis using the information provided by suppliers for menu planning
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- Meet with other Catering Managers in the MAT to share best practice and investigate joint procurement opportunities to encourage school meal uptake and reduce waste
- Develop and manage marketing campaigns to promote the use of the catering and dining facilities
- Produce relevant statistics and plans including financial analysis of catering sales to Ops Managers monthly
- Adhere to MAT policies and ensure that all duties are carried out with due regard for equal opportunities
- Liaise effectively with the Trust Estates Manager, School Ops Manager, Head Teacher, Parents, Governors, Visitor's, Company/supplier representative
- Maintain office records as required, being certain that statutory and contractual obligations are met satisfactorily
- Maintain staff training records and suitable activity risk assessments
- Meet with the Trust Estates Manager on a regular basis
- Any other duties and responsibilities within the range of the salary grade
- And such duties are within the scope and the spirit of the job purpose, this title of the role and its grading
- All duties and responsibilities must be carried out with due regard to the Health & Safety Policy.
- Post holders will be accountable for carrying out responsibilities with due regard to the Schools Equal Opportunities Policy
- Duties which include processing of any personal data must be in line with data protection guidelines

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.

Date review: 22/11/22

Updated: DC