

**Catering Manager**

**Attain Academy Partnership**

Job Description

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| **Job Title** | **CATERING MANAGER** |
| **Applicable to** | All Schools  |
| **Grade** | Scale 6 - 7 |
| **Reports to** | Head of School, Central Operations Team (COT) |
| **Responsible for** | All school catering staff |
| **Liaison with** | Other catering staff, suppliers. |
| **Job Purpose** | * Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management
* Plan and manage the development of the Schools Catering Provision for Pupils, Staff and Special Events
* Maintenance of the highest standards of personnel management, hygiene and health and safety
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| **Duties** | **CATERING*** To be responsible for the preparation and presentation of all food to the required school standard
* To ensure that methods of preparation and presentation comply with all current recognised catering standards including those for schools
* To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly
* To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines
* To ensure all staff adhere to the portion standard yields as stated within the recipe specification and required by the school
* To be responsible for the monitoring of menu planning and ordering
* To ensure the prompt service of all meals, breaks and functions provided, as required by the Head.
* To implement local promotions/theme days, as required
* To ensure that all catering activities are carried out in line with the pre-agreed school budget
* To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately
* To plan, implement and review a cycle of menus to be revised at regular intervals as discussed with the Central Operations Team
* To adjust the menu to eliminate unpopular or costly items.
* To purchase all supplies through agreed suppliers and advise the COT of any unsolved difficulties with suppliers.
* To be responsible for stock control and rotation of stock.
* To occasionally organise special functions which may be outside of normal working hours.
* To make provision for catering services and catering supplies that will required throughout the school and charge to relevant cost centres.

**FINANCIAL MANAGEMENT*** To ensure that all aspects of the Schools Finance Regulations are followed throughout the Catering Operation
* To work with the Head and COT to develop a Business plan and Operational Plan for the Catering operation.
* To have in place procedures to monitor progress against the Business Plan and Operational Plans.
* To ensure there is a fully costed menu, with sufficient information to ensure portion control
* To prepare daily, weekly and monthly trading records highlighting significant variances to the operational plans
* To actively monitor satisfaction with food provided on a weekly basis
* To maximise the full potential of the catering operation is achieved in terms of turnover, profitability, quality of food and value for money for staff and students
* To hold regular team meetings/briefings with all catering staff and liaise with senior school managers, as required
* To be responsible for the immediate reporting of staff absences to the Administrative/HR Officer
* To review and monitor all purchasing procedures to ensure Best Value is achieved

**COMMUNICATIONS*** To maintain regular contact with the Head and Central Operations Team
* To actively monitor satisfaction with food provided on a weekly basis.
* To hold regular team meetings/briefings with all catering staff and liaise with senior school managers, as required
* To be responsible for the immediate reporting of staff absences to the Administrative/HR Officer.

**TEAM LEADERSHIP*** To recruit and induct all new members of the catering staff
* To monitor staff performance, providing training and development as necessary
* To participate in the Performance Management of the catering staff
* To be involved in the discipline of staff in accordance with the School Procedure, as required

**HEALTH AND SAFETY*** To report all accidents, hazards, and unfit foods.
* To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.
* To ensure that the cleaning schedule is complied with and carry out cleaning as required.

**OTHER*** To take all necessary steps to ensure maximum security of kitchen supplies and equipment.
* To undertake the appropriate promotion and marketing of the catering service.
* To identify and recommend improvements and cost savings to the benefit of the catering budget.
* To regularly reconcile Catering Charge Card expenditure to receipts and liaise with the School Finance Team.
* The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or COT to carry out appropriate duties within the context of the job, skills and grade.
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| **General** | * To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities indiscussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
* To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
* The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment*.*
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**CATERING: CATERING MANAGER**

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| **General heading** | **Detail** | **Examples** |
| **Qualifications & Experience** | Specific qualifications & experience | Relevant qualifications to NVQ Level 3:Level 3 Food SafetyFood Allergy AwarenessLevel 2 Health and SafetyEnsure the operational efficiency, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management.  |
| Knowledge of relevant policies and procedures | Extensive knowledge of personnel management, hygiene and health and safety. Knowledge of First AidGeneral understanding of the operation of a schoolAbility to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations |
| Literacy | Basic reading and writing skills |
| Numeracy | Basic numeracy skills |
| Technology | Ability to use kitchen and cleaning equipment, and competent or ready to learn I.T. necessary for role. |
| **Communication** | Written | Ability to write menus and reports |
| Verbal | Listening SkillsAbility to exchange verbal information clearly with children and adults |
| Languages | Use initiative to overcome communication barriers with children and adults |
| Negotiating | Ability to consult effectively with children and adults |
| **Working with children** | Behaviour Management | Understand and implement the school’s behaviour management policy  |
| SEN | Understand and support the differences in children and adults and respond appropriately |
| Curriculum | Understanding of the learning experience provided by the school |
| Child Development | Basic understanding of the way in which children develop |
| Health & Well being | Understand the importance of physical and emotional wellbeing  |
| **Working with others** | Working with partners | Understand the role of others working in the school |
| Relationships | Ability to build open and honest relationships |
| Team work | Work effectively as part of a teamAbility to work independentlyKnow when and how to seek supportKnow when and how to hand over controlKnowledge of own position within a team environment and the boundaries which apply |
| Information | Ability to provide timely and accurate information |
| **Responsibilities**  | Organisational skills | Excellent organisational skills |
| Line Management | Ability to manage and support the work of others |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve problems independently |
| **General** | Equalities | Demonstrate a commitment to equality |
| Health & Safety | Good understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role |