

## Job Description

### Catering Manager

<b>Reporting to:</b>	Operations Manager;
<b>Liaising with:</b>	School office staff, School Specialist Support, Suppliers;
<b>Grade/Salary:</b>	Band 5 (SCP 19-24)
<b>Hours of Work:</b>	37 hours per week, 39 Weeks per annum (to include inset days)  Monday – Friday 6.45am – 2.45pm, with a 30-minute unpaid lunch break

#### Main 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.
- Maintenance of the highest standards of personnel management, hygiene and health and safety.

#### Duties & Responsibilities:

##### Catering

- To be responsible for the preparation and presentation of all food to the required statutory regulations and school standards.
- To ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation.
- 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 Operations Manager.
- 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 nutritionally balanced menus to be revised at regular intervals as instructed by the Operations Manager.
- To adjust the menu to eliminate unpopular or costly items.

- To purchase all supplies through agreed suppliers and advise the Operations Manager 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.

#### Communication

- To maintain regular contact with the Operations Manager in relation to the finance / budget requirements.
- 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 Operations Manager.

#### Team Leadership

- To assist with the recruitment and induction of all new members of the catering staff.
- To assist with the monitoring of staff performance, providing training and development as necessary.
- To be involved in the discipline of staff in accordance with the School Procedure, as required.
- Planning inset days to ensure all catering staff are trained to the appropriate level of skill in conjunction with the needs of the school.

#### Health and safety

- To report all accidents and unfit foods.
- To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned (e.g. health & safety at work act 1974, Food Standards Act 1999, Food Safety Act 1990, School Food Standards, Natasha's Law 2021)
- To ensure that the cleaning schedule is complied with and carry out cleaning as required.
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

#### Professional development.

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with Operations Manager, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's performance management procedures.

#### Other areas of responsibility

- To take all necessary steps to ensure maximum security of kitchen supplies, equipment and monies.
- To undertake the appropriate promotion and marketing of the catering service.
- To identify and recommend improvements and cost savings to the benefit of the customer.
- To oversee the collection and recording of cash.
- To regularly reconcile Petty Cash expenditure to receipts and liaise with the Operations Manager.
- The above duties are neither exclusive nor exhaustive and the post holder may be required by the Operations Manager to carry out appropriate duties within the context of the job, skills and grade.

*The St Thomas Aquinas Catholic Multi-School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

## Person Specification

### Catering Manager

A. Training & Qualifications	Essential	Desirable
Possess Level 2 or higher qualification in English/Literacy and Mathematics/Numeracy to possess GCSE English and Mathematics at Grade A* - C.	A	
Level 3 qualification in Catering & Food Preparation (or equivalent)	A	
Advanced Food Hygiene Certificate	A	
Evidence of commitment to continuing professional and personal development	A	

B. Experience	Essential	Desirable
At least 2 year's experience of working at a strategic level in a medium/large catering establishment	A & I	
Experience of menu planning and costing	A & I	
Experience of stock control and recording	A & I	
Experience of recruiting, leading and managing teams	A & I	
Experience of purchasing perishable and non-perishable foodstuffs and consumables	A & I	
Experience of working with young people	A & I	

C. Professional Knowledge and Skills	Essential	Desirable
Ability to build and form good relationships with students and colleagues.	A & I	
Strong and effective leadership and management skills	A & I	
Ability to drive forward change and motivate staff	A & I	
Effective communication and influencing skills	A & I	
Ability to effectively present written and verbal information to a variety of audiences	A & I	
Ability to effectively present written and verbal information to a	A & I	
Knowledge and understanding of marketing and income generation	A & I	

<b>C. Professional Knowledge and Skills (continued)</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work to tight deadlines and under pressure	A & I	
Knowledge and understanding of health and safety requirement	A & I	
Knowledge of nutritional guidelines	A & I	
Knowledge of HACCPs and COSHH	A & I	
To possess or be willing to undertake appointed person certificate in First Aid administration	A & I	

<b>D. Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to support Catholic life in schools	I	
Professional, friendly and approachable and able to relate well to students and staff	I	
Able to adapt to changing circumstances and new ideas	I	
Attention to detail	I	
Can-do attitude and solution focused approach	I	
Ability to be respectful and promote equality of opportunity and diversity	I	
Willingness to support Catholic life in schools	I	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	

Application (A) | Interviews (I) | References (R)