



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

CATERING MANAGER

JOB DESCRIPTION

JOB PURPOSE:

To promote a culture of educational excellence, rooted in God's Word, enriched by the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide high quality meals, ensuring compliance with all legislation relating to the school meals service, under the instruction and guidance of the Contracts Manager.
2. Provide operational management of all aspects of the catering services.
3. Comply with Health and Safety standards.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 General Responsibilities

- 1.1 Ensure correct food storage, handling and preparation of food and maintain good stock control.
- 1.2 Set up supply chains ensuring local fresh food is used.
- 1.3 Create new and exciting menus and recipes.
- 1.4 Assist with the implementation of HACCP procedures and ensure ongoing compliance, to include the daily monitoring and recording of food and equipment temperatures.
- 1.5 Ensure the cleanliness of all catering areas and ensure adherence to cleaning schedules and rotas.
- 1.6 Ensure kitchen equipment is maintained, and any repairs / breakdowns are reported to the Business Manager.
- 1.7 Ensure safe working practices and adherence to all Health and Safety policies, paying particular attention to the use of all equipment and chemicals and ensuring compliance with RIDDOR and COSHH.
- 1.8 Complete regular risk assessments of the kitchen and canteen and ensure that all identified risks are addressed.
- 1.9 Complete weekly stock taking and the annual inventories of heavy and light equipment.
- 1.10 Ensure correct procedures are followed in the handling and recording of cash.
- 1.11 Assume responsibility with menu planning and food ordering, as necessary.
- 1.12 Complete training of staff.
- 1.13 Ensure that all tasks are carried out to the highest standards possible and to inform the Business Manager of any sub-standard food to enable remedial action to be taken.

- 1.14 Attend on and off the job training sessions as required by the Business Manager or Senior school staff.
- 1.15 Maintain a high standard of cleanliness, hygiene and personal appearance at all times.
- 1.16 Adopt a positive and pleasant manner at all times and to encourage good working relationships with colleagues, school staff, pupils and any other customers.
- 1.17 Assist with the provision of special or function catering, some of which may take place outside of the school day.
- 1.18 Assist in the promotion of the Catering Department at special events, e.g. Open Evenings etc.
- 1.19 Carry out disciplinary investigations where necessary.
- 1.20 Carry out unit audits and health and safety audits.
- 1.21 The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time.
- 1.22 Monitor and evaluate the performance of the catering provision through agreed key performance indicators, including meal uptake, levels of food waste and customer satisfaction.
- 1.23 Ensure allergen management procedures are implemented and maintained in accordance with current legislation, including Natasha's Law, ensuring accurate labelling and communication of allergens.
- 1.24 Promote environmentally sustainable practices within the catering service, including reducing food waste, using sustainable produce and supporting the Trust's environmental objectives.
- 1.25 Develop and maintain contingency plans to ensure the continuity of catering provision during emergencies or unplanned disruptions to service.
- 1.26 Assist with the recruitment, rota planning and appraisal of catering staff, ensuring the service is appropriately staffed and supports staff development.
- 1.27 Demonstrate effective use of catering-related digital systems for menu planning, stock control, compliance monitoring and reporting to support efficient operations.

2 Other Responsibilities

- 2.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 2.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 2.3 Contribute to the wider life of the Trust and the Star community.
- 2.4 Carry out any such duties as may be reasonably required by the Trust.

3 Records Management

- 3.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	Possess a City and Guilds 706/1 and 2 or NVQ catering equivalent (Level 1 and 2).	E	✓	
2.	Valid Food Hygiene qualification.	E	✓	
3.	Level 2 numeracy and literacy qualifications.	E	✓	✓
EXPERIENCE				
4.	Experience of supervising staff.	E	✓	✓
5.	Experience of preparing, cooking and serving food for large numbers, including the ability to scale recipes up and down to suit varying numbers.	E	✓	✓
6.	Experience of ordering commodities, completing food costing's, stock control, daily cash reconciliation and general kitchen administration duties.	E	✓	✓
7.	Experience of planning menus, ordering provisions within budget allocation and reconciling budget.	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
8.	Awareness of dietary requirements for catering.	E	✓	✓
9.	Ability to work unsupervised to produce nutritious, economical, well-presented meals of good quality.	E	✓	✓
10.	Familiar with basic recipes and standards and able to demonstrate excellent food production and presentation skills for large numbers.	E	✓	✓
11.	Ability to use general catering equipment safely and correctly.	E	✓	✓
12.	Knowledge and experience of stock control.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
13.	Good knowledge of Health and Safety, Hygiene regulations, HACCP, RIDDOR, COSHH and all legislation relating to the Catering industry.	E	✓	✓
PERSONAL QUALITIES				
14.	Good time management and organisational skills.	E	✓	✓
15.	Excellent communication skills, the ability to work as part of a team and to motivate staff.	E		✓
16.	Excellent standards of, and commitment to, personal hygiene.	E		✓
17.	High levels of personal and professional integrity and honesty.	E		✓
18.	Ability to form good working relationships with other staff and communicate effectively with people at all levels.	E		✓
19.	Ability to relate well to children and adults and deliver excellent customer service.	E	✓	✓
20.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
21.	Strong commitment to high levels of nutrition, food safety and dietary requirements.	E	✓	✓
22.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
23.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
27.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
28.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and Christian ethos of the Establishment.	E	✓	✓