**Catering Manager**

**Grade SO1 (Points 23-25)**

**40 weeks per year**

**Actual Salary per annum – (£32,985-£34815)**

**Main purpose of the job and context**

The Catering manager is responsible for the effective and efficient delivery of the catering services to the school community and at times the wider community for special events and occasions that require catering and hospitality services.

The school offers a breakfast, break and lunch service on a daily basis. The Catering manager is responsible for the planning and preparation of food services and delivering these in line with food and hygiene standards within available budgets. The Catering Manager will lead a wider team of assistants within the kitchen that support the delivery of services.

The Catering manager will liaise with the Senior Team to understand the needs for specific events throughout the school year.

Principal Duties and Responsibilities

**Catering**

1. To be responsible for the preparation and presentation of all food to the required standards
2. To ensure the method of preparation and presentation comply with recognised catering standards including those for schools
3. To order raw materials and supplies, check deliveries and ensure stock is stored correctly in line with food hygiene standards
4. To ensure that all catering staff carry out the preparation of cooking of meals to the recipe specifications and nutritional guidelines
5. To ensure staff adhere to the portion standard yields as stated within recipe guidelines and as required by the school
6. To be responsible for the monitoring of the menu, planning and ordering
7. To ensure prompt service of all meals, breaks and functions provided, as required by the Headteacher
8. To implement promotional, themed, charity and religious days/events in line with the school calendar.
9. To ensure the catering provision is delivered in line with available budget, with the aim that the provision does not make a loss.
10. To seek feedback and look to continually improve the provision, ensuring feedback is acted upon appropriately.
11. To plan, implement and review a cycle of menus that are revised at least annually
12. To adjust the menu where items or meals are unpopular and lead to waste or loss of revenue
13. To purchase supplies from approved suppliers. To seek approval for any potential new suppliers. To advise the Director of Finance and Resources if there are any issues with suppliers that impact on the delivery of service.
14. To be responsible for stock control and rotation of stock
15. To occasionally organise special functions outside of the normal working day

**Financial Management**

1. To ensure finance procedures are followed throughout the Catering Operation
2. To work with the Director of Finance to produce and monitor Business Plans in relation to the Catering service
3. To cost menus and ensure they are delivered within available budgets
4. To oversee the running of the cashless till service and all actions relating to the reconciliation of the expenses are completed on a daily basis
5. To maximise the potential of the provision in terms of turnover, profitability, quality and value for money
6. To review and monitor purchasing procedures to ensure best value is achieved.
7. To monitor stock and advise if there is a risk of loss or theft.
8. Ensure processes are in place and followed where students have insufficient funds on their cashless catering account.

**Communication**

1. To maintain regular contact with the Director of Finance and Resources, Other Senior managers and the Finance Manager
2. To regularly communicate with Kitchen staff in relation to the service provision and maximising the potential of these staff
3. To regularly review provision and seek feedback from service users to seek continuous improvement in relation to what is offered, when it is offered, how it is offered and seek improvement where possible.
4. .

**Leadership**

1. To recruit and induct any new member of the team
2. To monitor performance and act appropriately where this is exceptional or where it does not meet the required standard
3. To participate in Performance Management with the Assistant Catering Manager
4. To ensure all staff procedures are followed and line manage staff in line with The Campion School policies and procedures including absence and discipline where required
5. To lead the midday supervisors, ensuring clarity of role and that their time is used effectively and efficiently to support the delivery of service

**Health and Safety**

1. To lead any Environmental Health Review from the Local Authority, ensuring all paperwork, risk assessment and controls are in place as required
2. To report any accidents in line with school procedures
3. To ensure the cleaning schedule is completed and there is compliance in terms of cleaning standards and quality required within the kitchen areas
4. To seek support in he case of any incident or event that has any risk
5. To be part of a school wide Health and Safety Operational team
6. To complete all risk assessment in relation to the service provision, ensuring regular review and all appropriate staff are aware
7. To complete all legislative and mandatory training for the role and ensuring all staff have up to date certification.
8. Ensure up to date information regarding students and staff with any allergens is risk assessed and ensure all staff are aware
9. To provide access to pest control to regularly maintain the area in line with service provision in place.

**Safeguarding**

All staff are responsible for Safeguarding Children. Where any concerns are realised, to report these through the My Concern system that is in place within the school and liaise with the Pastoral Support teams where there is a concern or consideration that a child may be at risk.

**Other**

This job description is not exhaustive and the post holder may be required to complete duties commensurate with the role as directed by the Headteacher or Director of Finance and Resources.

The Campion School has a strong commitment to achieving equality of opportunity to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training

The postholder is expected to undertake any appropriate training, including recognised professional qualifications if considered necessary to fulfil the role

The postholder is expected to demonstrate a flexible approach in the delivery of work.  Consequently, the postholder may be required to perform work not specifically identified in the job description, but which is in line with the general level of responsibility of the post.

**Person Specification**

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| --- | --- | --- | --- |
| **Skills and abilities** | **Essential** | **Desirable** | **Assessed by** |
| Ability to communicate and interact effectively with adults, children and young people | **✓** |  | Application & interview |
| Ability to use a range of communication methods effectively for a variety of different audiences | **✓** |  | Application & interview |
| Ability to work effectively as part of team, including the ability to use strengths of others as required, ability to work independently as required and ability to work within the boundaries of the team environment | **✓** |  | Application & interview |
| Ability to work to deadlines and be organised | **✓** |  | Application and Interview |
| Ability to be customer focused and have a commitment and enthusiasm in delivering services for all stakeholders | **✓** |  | Application and Interview |
| Ability to manage conflicting priorities and expectations | **✓** |  | Application and Interview |
| To remain professional at all times and ensure professional boundaries | **✓** |  | Application and Interview |
| Ability to lead and manage a team | **✓** |  | Application and Interview |
| **Knowledge** |  |  |  |
| An understanding of safeguarding and health and safety in schools | **✓** |  | Application and interview |
| An understanding of and personal commitment to diversity and equality | **✓** |  | Application and interview |
| **Qualifications and experience** |  |  |  |
| Level 3 Food Hygiene | **✓** |  | Application |
| Technology – Ability to use kitchen and cleaning equipment. Use of a computer in relation to communication, ordering and stock control | **✓** |  | Application |
| Significant relevant experience in front line kitchen and canteen facilities | **✓** |  | Application & interview |
| Literacy and Numeracy – Ability to communicate, write menus and experience in costing menus | **✓** |  | Application and Interview |