



# WIGMORE SCHOOL ACADEMY TRUST

## Job Description



### Catering Manager

**Organisation(s):** Wigmore School

**Pay Range:** HC6

**Contract:** Permanent term time + 3 weeks

**Responsible to:** School Business Manager

**Responsible for:** Catering Assistants

**Functional links with:** Headteacher, School Business Manager, School staff and students, Primary Schools, Suppliers, Community user groups.

**Main Purpose of Job:**

To lead and be responsible for the delivery and management of the School's catering operations whilst ensuring the service is provided according to current legislation and of an excellent quality to the School's stakeholders.

**Responsibilities:**

- Support the ethos of the school and follow school routines and procedures
- Undertake a programme of induction and attend in-service training within and outside school as directed by senior staff
- Be aware of, and maintain, confidential issues as required.

**Specific Responsibilities:**

- To lead, manage, deliver and develop a first class catering and hospitality service responsive to customer care and customer demands including enforcing current legislative and regulatory requirements.
- Be the budget holder for the catering service; continuous review, monitor, evaluate and manage the budget for the service. Be responsible for analysing service efficiency and implementing necessary changes.
- Responsible for ensuring the nutritional standards for schools, Health and Safety and food hygiene regulations are enforced and complied with.
- To ensure the catering and hospitality services are provided at the most efficient and economic levels possible and operate in line with the School's policies and procedures.
- To deliver catering and hospitality services as required by the School to the local community at community events. These could be during evenings and weekends.
- Be responsible for preparing and delivering a meals service to local community primary schools and liaising with those schools as necessary.
- Lead the canteen staff ensuring excellent organisation and supervision of staff and staffing levels as well as performance managing staff
- To design menus, which meet the School's requirements in respect of nutrition, portion size, cost, quality, choice and demand and in ways that children will find attractive.
- Consult regularly with senior staff on the quality of the catering provision and reacting to the outcomes and implementing changes as necessary.
- Monitoring and ordering catering supplies as required, staying within the budgetary constraints.
- Accurate record keeping of food stocks, money, equipment and cost control ensuring the 'first in, first out' principle and minimising wastage
- To work with regulators and implement any recommendations made.

- Control of hygiene, health and safety, fire regulations and security within the kitchen areas.
- To keep abreast of new developments and changes in Health and Safety relevant to the post and implement as appropriate
- Operational control of service points; ensure service standards are met to minimise queuing and optimise service time.
- To liaise and negotiate effectively with all suppliers, ensuring best value is achieved.
- To be responsible for the training and development need, including appropriate induction, of the catering team, their morale, attitude, appearance and customer service techniques.
- To promote a positive, friendly atmosphere within the work area offering a welcome to all students, staff and visitors.
- To ensure attention is paid to customer care and service quality and to operate systems for customer feedback including surveys to ensure that service standards and customer satisfaction are maintained and where possible improved.
- To work with students, both in the development of the School core catering provision and the Catering and Hospitality catering curriculum area.
- To promote the Healthy Eating ethos of the School.
- To attend training courses and meetings as required.
- To inspect and monitor the operation of catering plant and equipment noting and recording any defects or hazards

#### **General Information:**

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy and Staff Handbook.

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of Wigmore School's Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate, adhering to policies and established practices.

This post is subject to an enhanced disclosure.

**Executive Headteacher's Name:** Dr Rob Patterson (Executive Headteacher)

**Executive Headteacher's Signature:**

**Date:**

**Employee Name:**

**Employee Signature:**

**Date:**

**Date Job Description reviewed:**



## WIGMORE SCHOOL ACADEMY TRUST

### Person Specification



#### Catering Manager

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• NVQ Level 3 in Catering or equivalent (AF, I)</li><li>• CIEH Level 3 in Food Safety in Catering or equivalent (AF, I)</li><li>• Health and Hygiene Certificate (AF, I)</li><li>• First Aid Certificate (AF, I)</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Monitoring budgets (AF, I)</li><li>• Previous experience in a commercial food service (AF, I)</li><li>• Previous experience in a supervisory / leadership role (AF, I)</li><li>• Menu compilation (AF, I)</li><li>• Delivery of a first class catering service (AF, I)</li></ul>	
<b>Abilities and Skills</b>	<ul style="list-style-type: none"><li>• Good cooking skills (AF, I)</li><li>• Ability to work under pressure and delivery of high quality healthy food (AF, I)</li><li>• Ability to use a food analysis package such as Crisp when menu planning (AF, I)</li><li>• Understanding of nutritional standards and healthy eating in schools (AF, I)</li><li>• Ability to develop, train and motivate others to provide a first class customer service, maximising their skills. (AF, I)</li></ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Resilient (I, R)</li><li>• Reliable (I, R)</li><li>• Committed (I, R)</li><li>• Honest (I, R)</li><li>• Trustworthy (I, R)</li><li>• Dedicated (I, R)</li><li>• Patient (I, R)</li><li>• Loyal (I, R)</li><li>• Good sense of humour (I, R)</li><li>• High expectations of self and others (I, R)</li></ul>	

<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to working with young people (I)</li> <li>• Willingness to work in support of the inclusive ethos of the school (I)</li> <li>• Willingness and ability to attend training days that are over and above the contractual employment, which will be paid (I)</li> <li>• Good attendance record (R)</li> <li>• Outstanding references (R)</li> <li>• A commitment to high educational standards, which maximise the achievements of all pupils (I, R)</li> <li>• A commitment to equality of opportunity for all pupils (I, R)</li> <li>• A belief in working in partnership and as part of an established team (I, R)</li> <li>• A commitment to continuous professional development (I, R)</li> <li>• A willingness to reflect upon experiences in a critical and constructive manner (I, R)</li> <li>• Police clearance (DBS check)</li> </ul>	
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**Evidence Key:**

(AF) – Application Form

(I) – Interview

(R) – References