



Job Title: Catering Operations Manager

Responsible to: Head of Catering

Purpose of Job:

To work with the Trust Head of Catering to operationalise the catering strategy across all schools in the Trust to ensure high quality meals and high standards of hygiene in all schools and to deputise for the Trust Head of Catering as required.

Key responsibilities

- To work with the Trust Head Of Catering to develop nutritious and cost effective menus across the MAT and ensure that cooks in each kitchen are trained and supported to deliver these to a high standard
- To prepare recipe specifications for menus
- To support cooks across the Trust in ensuring that HCCP files are maintained and up to date and to carry out monitoring checks
- Work with the Head of Catering to develop a successful function offer for both external and internal customers
- To run kitchens when cover is required and redeploy staff in different locations to deal with emergencies

Meal Planning and Training

- To work with schools to ensure that menus are delivered to a high standard in each school. This will involve training on preparation and cooking methods, advising on portion sizes and presentation
- To ensure that all kitchen staff are trained and supported to maintain high culinary standards, with a focus on continuous improvement of the food offer, ensuring that food is consistently well presented and that transported meals arrive in optimum condition.

Safety and hygiene

- To ensure there are regular checks to ensure that each kitchen has full risk assessments in accordance with HACCP and COSHH and that cooks are supported and trained in the upkeep of this information
- To monitor procedures in kitchens to ensure that handling storing chilled and frozen foods is carried out correctly
- To ensure that hazardous or potentially hazardous situations are reported to the Head of Catering

Finance/procurement

- To have an understanding of the MAT catering budget, in particular supplier arrangements and costs in order to deputise for the Head of Catering

Motivating, managing and developing Staff

- To supervise and show leadership to staff in the kitchens being supported, by delivering training and modelling effective methods and behaviours
- To organise a system for covering absence where it is necessary
- To support kitchen leads with the allocation of duties and rotas

Support business development

- To work with the Head of Catering to develop an offer for hospitality both internally and externally for meetings and functions
- To work with others to support external functions at appropriate school venues with a view to generating additional income

Other

- To participate and contribute to wider school activities relating to the catering service, nutritional values and food education
- Perform other duties appropriate to the needs of the business and commensurate with the post. This list is intended as a guide and is not exhaustive
- The post holder is expected to be flexible and adaptable and be able to work at any of the schools in the Trust
- The post holder is required to hold a driving licence and have their own vehicle (reimbursement for travel expenses is given)
- Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Statutory

- To promote the safety and wellbeing of students, ensuring that the Trust's Child Protection and Safeguarding policies and procedures are promoted and followed at all times
- To be responsible for your own health and safety and that of students and your colleagues, in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
- To adhere to the Trusts Equality policy in all activities, and actively promote equality of opportunity in all that you do

Sensory and Physical Demands

- The role will require travel between sites
- At certain times the postholder will be expected to undertake bending and lifting in the course of their duties e.g. lifting trays of food in and out of the oven and to the service area, moving food stores following deliveries
- The postholder will be exposed to heat and steam during cooking periods

PERSONAL SPECIFICATION

	Essential	Desirable
Education and qualifications	Good standard of general education to GCSE or equivalent Level 3 food handling/food safety HACCP Level 2 (willing to work up to Level 3) 706/1, 706/2 or NVQ Level 2 or 3 Good numeracy and written/spoken English Computer Literacy	Food Safety Level 3 Manual handling
Experience	Experience of a commercial approach to catering Experience in a similar role Experience in customer-focused environment Experience of delivering large functions Experience of delivering a service offering informed by seasonal/local/organic and nutritional values Able to demonstrate strong and effective leadership and supervision skills	Experience with cashless catering systems
Attributes	Interpersonal and customer facing skills with professionalism, patience and resilience in a pressurised environment Enthusiastic attitude	Experience at leading and managing teams
Skills and knowledge	Good knowledge of health and safety requirements Knowledge of Food for Life Awards Computer Literate (Google Docs /Excel and Word)	
Other	To be physically fit and able to undertake manual work A clean and smart appearance in keeping with the role Current clean driving licence and use of own vehicle.	

Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.