

Name:

Signature:

Date:

Post Title	Grade
Catering Co-ordinator	Grade 5

Reporting Relationships

Responsible to: CEO

Responsible for: N/A

Statement of Purpose

To develop, improve and manage the provision of a high quality catering service that is efficient and effective, and that meets the agreed high standards and within budget as directed by the Trust SLT.

Support to Pupils

- Manage the provision of nutritionally balanced school meals across the Trust taking into account national initiatives and best practice.
- Create and distribute a nutritionally balanced menu across all Trust schools, that changes termly, where possible using seasonal and local food. To include event days such as Divali, Christmas etc., census day, and curriculum tie in days etc., recipes and allergen information.

Support to Quality

- Delivery of high standards of service.
- Provision of a high quality, choice and variety product range to achieve maximum sales.
- Monitoring and evaluation of performance across schools.
- Maintenance and development of systems to ensure the smooth running of the catering service.
- Anticipating the need and seeking views of client and customers.

Support for Development of the Service

- Monitoring and assessing the effectiveness of service delivery.
- Monitoring and evaluating sales, working practices to improve performance and the service provided.
- Development of special projects to excite children about cooking and food.
- Development of tuck shops across the Trust.
- Support the provision of food to wrap around care.
- Development of modernisation plans for kitchens where required.

- Contribution to and implementation of a development plan for the Trust.

Support for Promotion of the Service

- Maximising sales by promoting and marketing the service.

Support Resources

- Manage the annual school meals budget, ensure ordering processes are efficient, effective and within budget.
- Maintain records and provide reports for the SLT on request.
- Provide regular reports to the Board of Directors.
- Oversee and review where necessary the data collection process.

Support Organisational Management

- To ensure that the catering services provided comply with all statutory requirements in respect of H&S, COSHH, and food hygiene.
- To assist the SLT to promote and develop the catering service within all schools in order to increase uptake of meals.
- To be involved in the process of developing a long term business plan to ensure the continued development of the service.
- Monitor the progress of the Trust's catering service in order to assist the SLT in developing business plans.
- Implement all local policies relating to the Trust's catering service.
- Ensure a stock control and monitoring system is implemented and maintained.
- Source suppliers in line with the Trust's vision and budget.
- To take responsibility for the control and management of standards of HACCP, COSHH and documentation (safe working systems and practices).

Health, Safety and Hygiene

- Control of Health and Safety, and Hygiene.
- Keep abreast of changes to Health and Safety and food hygiene requirements and implement appropriate changes.
- Ensure appropriate paperwork is in place to monitor environmental health and food hygiene.
- Ensure the necessary food checks and record keeping required for environmental health and food hygiene purposes are undertaken.
- Ensure the effective cleaning of kitchens, equipment and surrounding areas is undertaken.
- Ensure the effective cleaning of furniture and equipment is undertaken.

Support to Management of Risk

- Ensuring a safe and healthy working environment for all staff.
- Ensuring compliance of:
 - Statutory requirements in respect of Employment, Finance, Hygiene, Health and Safety.
 - Trust Policy, procedures, standing order and regulations.
 - Catering Service Codes of Practice, policies and procedures concerning food, hygiene, health and safety, risk assessment and hazard analysis.
- Implementation and maintenance of induction, refresher and awareness training for all Staff.

Advice and Guidance

- Provide advice and guidance to the SLT on the developments within the school kitchens, and the development of the food culture across the Trust.

Professional Accountabilities (this list is not exhaustive)

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- Management of costs to achieve trading surplus.
- Maintenance of records and controls as required by the Trust.
- Adjustment of staffing levels of income.
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- Trust
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Person Specification Catering Co-ordinator

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p>Experience</p> <ul style="list-style-type: none"> ● Previous large scale catering experience. ● Some management experience. 	A/I
	<p>Qualifications/Training</p> <ul style="list-style-type: none"> ● Basic food hygiene certificate. ● A recognised national qualification in catering or willingness to undertake training. ● Participation in development and training opportunities. ● Knowledge of Health & Safety Legislation ● Competent user of IT 	A/I
	<p>Knowledge/Skills</p> <ul style="list-style-type: none"> ● Effective use of ICT packages ● Excellent communication, organisational and administrative skills. ● Full working knowledge of relevant policies/codes of practice/legislation ● Ability to organise, lead and motivate other staff. ● Ability to plan and develop systems ● Ability to relate well to children and adults ● Able to deal with and prioritise multiple demands on time and work well under pressure ● Methodical with a good attention to detail. ● Strong commitment to: <ul style="list-style-type: none"> ○ The aims and objectives of the organisation; ○ The principles of continuous development; ○ The development of individuals and teams. ● Ability to work constructively as part of a team and on own initiative. ● Have flexible approach to work. ● Demonstrate the understanding and ability to maintain a safe and hygienic working environment. ● Maintenance of a professional, clean and hygienic appearance. ● Good understanding and ability to use specialist equipment/ resources. 	A/I

	<p>Behavioural Attributes</p> <ul style="list-style-type: none"> ● Child focused ● Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. ● Open, honest and an active listener. ● Takes responsibility and accountability. ● Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. ● Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. ● Is committed to the provision and improvement of quality service provision. ● Is adaptable to change/embraces and welcomes change. ● Acts with pace and urgency being energetic, enthusiastic and decisive. ● Communicates effectively. ● Has the ability to learn from experiences and challenges. ● Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	A/I
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A = Assessed at Application through Test

I = Assessed at Interview

T = Assessed

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***