

JOB DESCRIPTION

Job Title: Catering Manager

Accountable To: Principal & Governing Body

Responsible To: Operations Director

Salary: £25,350 - £30,269 (S13-S19), term time only contract (39 weeks)

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy’s activities and that this in turn ensures that everybody takes pride in all aspects of the Academy’s work.

RESPONSIBILITIES

Overall Responsibility

1. The management of the catering team; offering guidance and mentoring in line with food hygiene standards and nutrition.
2. Preparing healthy meals in line with regulations and nutritional guidelines to ensure students receive the right nutrition to support their learning.
3. Managing and overseeing stock and produce as well as completing the required kitchen documentation.

DUTIES

1. You will have the ability to cook for others using ingredients and prime cooking methods.
2. You will be confident planning and prioritising your own as well as the team’s workload and resources.
3. An ideal candidate would hold a Basic Food Hygiene Certificate and have the ability to use kitchen machinery.
4. To be able to demonstrate knowledge of National Nutritional Standards for School Meals and of Special Dietary requirements and be able to assess and meet the needs of service users through consultation.

Other Duties

1. Set a good example in terms of personal presentation, attendance and punctuality.
2. Recommend solutions for areas of improvement in processes and procedures.

Health and Safety

* 1. Undergo Basic First Aid training and update courses.
  2. Be aware of your responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
  3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
  4. Manage the students Health and Safety, taking appropriate action related to any problems or emergencies that occur.

Continuing Professional Development

1. Participate in an induction programme that includes safeguarding training.
2. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
3. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
4. Undergo appropriate training to support the delivery of ‘specified work’ in order to develop skills for the post.
5. Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.