Job Description

JOB TITLE	Cook Manager - Primary
JOB FAMILY	Thinking Food
PHASE	Central
REPORTING TO	Catering Assurance Lead
RESPONSIBLE FOR	Catering Assistants

Job Purpose

To lead the day-to-day catering operation within a designated primary school, ensuring the delivery of a safe, compliant, financially sustainable and high-quality school meals service.

The Cook Manager will be responsible for leading and supporting the catering team, maintaining the highest standards of food safety, customer service and operational performance, whilst promoting healthy eating and maximising meal uptake.

The post holder will work collaboratively with school leaders, pupils, parents and the wider Thinking Food team to deliver an excellent dining experience which supports the Trust's vision of Transforming Life Chances.

Main Duties and Responsibilities

Leadership and People Management

- Lead, motivate and support Catering Assistants and any relief or agency staff working within the kitchen.
- Manage staffing rotas and deployment to ensure efficient service delivery.
- Conduct performance reviews, probation meetings and staff development discussions.
- Support the recruitment, induction and training of new employees.
- Promote a positive, inclusive and collaborative team culture.
- Manage attendance and wellbeing concerns in line with Trust procedures.
- Work closely with the Catering Assurance Lead and wider Thinking Food team to continuously improve service standards.

Food Production and Service

- Oversee the preparation and service of meals in accordance with Thinking Food menus, recipes and specifications.
- Prepare, cook and package meals for transportation to designated partner schools, ensuring food quality, temperature control, allergen management and food safety standards are maintained throughout the production and dispatch process.
- Coordinate meal production and dispatch schedules to ensure transported meals are delivered accurately, safely and on time to receiving schools.
- Ensure meals are prepared, cooked and presented to a high standard.
- Support the delivery of special menus, theme days and promotional events.
- Ensure allergen information is accurate and available at all times.
- Monitor meal uptake and adjust production levels to minimise waste.
- Promote healthy eating and encourage pupil engagement with the school meals service.
- Ensure an efficient and welcoming food service for pupils, staff and visitors.

Food Safety and Compliance

- Ensure full compliance with food safety legislation, Trust policies and school procedures.
- Maintain all food safety records, temperature monitoring and due diligence documentation.
- Lead allergen management processes and ensure compliance with Natasha's Law requirements.
- Ensure the kitchen consistently meets standards required to maintain a 5-star Food Hygiene Rating.
- Carry out regular food safety checks.
- Ensure all accidents, incidents, near misses and hazards are reported and addressed promptly.
- Ensure all catering staff understand and follow food hygiene, health and safety and safeguarding procedures.

Financial and Resource Management

- Manage food, consumable and cleaning product ordering in accordance with approved suppliers and budget requirements.
- Monitor stock levels, rotation and storage arrangements.
- Minimise food waste and maximise value for money.
- Complete weekly operational returns, stock records and other required administration accurately and on time.
- Monitor expenditure against agreed budgets and identify opportunities for improvement.
- Ensure all catering equipment is maintained, used safely and reported for repair when required.

Customer Service and School Engagement

- Build positive relationships with Headteachers, School Business Managers and wider school staff.
- Actively seek and respond to feedback from pupils, parents and school stakeholders.
- Support initiatives designed to increase school meal uptake, including Universal Infant Free School Meals and Free School Meal registration campaigns where appropriate.
- Promote the benefits of nutritious school meals and healthy eating.
- Represent Thinking Food professionally at all times.

General Responsibilities

- Support the Trust's vision of "Transforming Life Chances."
- Comply with all Trust policies including safeguarding, health and safety, equality, data protection and GDPR requirements.
- Participate in training, performance management and professional development activities.
- Provide support across other Thinking Food sites when required.
- Undertake any other duties commensurate with the grade of the post.

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- Take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust.

This job description will be reviewed annually and is an integral part of the appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Catering Manager.

Name: Signed: Date: