Greensted Primary School & Nursery
Excellence for All

JOB DESCRIPTION

Title of Post: Deputy Catering Manager

Responsible to: Catering Manager
Head of School

Salary Scale: Scale 4 Point 8

Hours of duty: 8:45am to 1:45pm
Mon to Fri
25 hours weekly

Purpose of Job:

- ✓ To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school and statutory regulations.
- ✓ To work with the Catering Manager to ensure the school kitchen runs smoothly, providing healthy and tasty meals for both pupils, staff and visitors as necessary.
- ✓ To manage the catering service in the absence of the Catering Manager.

Main Duties and Responsibilities:

- ✓ To work with the Catering Manager to plan the termly school dinner menu with healthy, tasty and budget friendly meals.
- ✓ To work with the Catering Manager to ensure food and beverage orders are placed to ensure availability.
- ✓ To work with the Catering Manager to ensure the kitchen maintains a Level 5 food hygiene rating.
- ✓ To work with the Catering Manager to ensure records are kept up to date, to maintain compliance with all food safety regulations.
- ✓ To keep up to date with Food Standard Regulations and work with the Catering Manager to ensure the school remains compliant at all times.
- ✓ Have awareness of pupil's allergies and the procedures in place to keep them safe.
- ✓ The preparation and cooking of food and beverages.
- ✓ Laying out and replenishing dinner trays when low.
- ✓ During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.
- ✓ Undertaking all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.
- ✓ To carry out cleaning duties within the kitchen and dining areas as required.
- ✓ Maintaining a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- ✓ Occasionally, to assist with special functions at the school which may be outside of normal working hours.
- ✓ Reporting immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
- ✓ Any other duties as directed by the Catering Manager or Head of School.

General:

- ✓ Contribute to and support the overall ethos/work/aims of the school.
- ✓ Comply with all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Head of School.
- ✓ Be aware of and support pupil differences, promoting the inclusion and acceptance of all children to ensure that all pupils have equal access to all school opportunities to learn and develop.
- ✓ Communicate and co-operate with other agencies to support the educational, development/general progress and well-being of individual pupils and to participate in meetings arranged for any purposes described above, as requested.
- ✓ Attend all relevant training and take responsibility for own development.
- ✓ Attend all relevant school meetings as requested by the Head of School.
- ✓ Carry out any other duties reasonably requested by the Head of School.
- ✓ To respect confidentiality at all times.

Signed: ..... **Head of School**
Mr Shiv Chetty

Signed: ..... Deputy Catering Manager

N.B. The details of these activities to be agreed with the Head of School to ensure that they fit reasonably with hours worked.