

Job Description: Deputy Catering Manager

1. JOB PURPOSE

To be responsible to the Catering Manager, supporting the preparation and cooking of meals, contributing to menus, supervision of staff and serving of food at set times during the school day. Ordering provisions, an awareness of managing income and expenditure arising from sales. Assisting with promotion and marketing of school catering with a focus on high quality and value for money.

2. MAIN RESPONSIBILITIES, TASKS AND DUTIES

- a) Assist with preparation of appropriate, healthy menus, prepare and serve food accordingly, before school, at break time and lunchtime, having due regard to quality, portion control, presentation and service.
- b) Assist in ensuring high standards of hygiene and of health and safety are maintained.
- c) Ensure that meals and refreshments prepared comply with regulations set by the relevant body in relation to the current food and nutritional standards.
- d) To comply with legislation and advice in place, such as food labelling and allergen information.
- e) To supervise allocated staff employed in the kitchen, ensuring that they receive adequate and appropriate training to carry out their roles.
- f) Assist with ordering of supplies using trust procedures and with the aim of achieving best value.
- g) Support by ensuring that adequate stocks of supplies are maintained.
- h) An awareness of the factors which contribute towards management of the catering budget.
- i) Assisting in ensuring that kitchen equipment is maintained in good order and that items for repair/replacement are reported as necessary.
- j) To provide additional catering services as required from time to time for trust or school events.
- k) Assist with promotion of catering services, supporting the delivery of a programme of themed events.

3. MANAGEMENT OF PEOPLE

Line management of allocated staff employed in the school kitchen. To act as mentor and contribute to the provision of appropriate training. To participate in the recruitment process and undertake staff appraisal.

4. CREATIVITY AND INNOVATION

Working within policies and procedures, and compliance with legislation, the post holder will have the opportunity to be creative when deputising and assisting with menu planning.

5. CONTACTS AND RELATIONSHIPS

Daily contact with students, colleagues within the work stream, suppliers, other colleagues in the school and trust. Occasional contact with parents.

6. DECISIONS

- a) Discretion - The post holder will assist with menu planning within a specified budget.
- b) Consequences - Impact of work would be on catering services for students with problems quickly identified and easily remedied.

7. RESOURCES

Food provisions, cleaning materials and catering equipment.

8. WORK ENVIRONMENT

- a) Work demands - work may be subject to changing demands but does not impact on the overall tasks carried out.
- b) Physical demands - physical effort required e.g. bending and manual handling.
- c) Working conditions - working in kitchen area on school premises in well-lit and ventilated environment.
- d) Work context - post-holder will be working with food, cleaning materials and associated equipment.

9. KNOWLEDGE AND SKILLS

Intermediate Food Hygiene Certificate. Relevant experience of working in a busy kitchen and cooking for large numbers of people. Experience of staff supervision and administration. NVQ Level 2 or equivalent. An understanding of health, safety and food hygiene issues. Safe working to be in accordance with COSHH assessments for hazardous substances. Holder of First Aid qualification (or willingness to train). Competent in the use of IT.

10. GENERAL

The nature of work undertaken requires a high level of confidentiality.

Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Trust.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Trust's Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

All staff have a responsibility to safeguard and promote the welfare of children and young people.

Requirements for the post:

Qualifications/Training	Essential	Desirable
Intermediate Food Hygiene Certificate	✓	
NVQ Level 2 in Food Preparation or equivalent	✓	
First Aid Qualification		✓

Knowledge	Essential	Desirable
Food hygiene standards	✓	
Health & safety and risk assessment in a catering environment	✓	
Familiarity of COSHH assessments for hazardous substances		✓
Data Protection including GDPR		✓
Safeguarding		✓
Understanding the legislation and advice such as food labelling and allergen information	✓	

Experience	Essential	Desirable
Working within a busy kitchen environment, cooking for large numbers of people	✓	
Dealing with customers e.g. staff, students, parents	✓	
Leading, motivating and supervising team members	✓	
Ordering and managing resources (catering provisions/team members)	✓	
Completing appraisals and identifying areas for continuous professional development		✓
Working within a school environment		✓
Role model with confidence to constructively challenge		✓
Managing income and expenditure arising from sales		✓

Competencies & Personal Qualities	Essential	Desirable
Excellent communication and organisational skills	✓	
Honesty and integrity	✓	
Self-motivated	✓	
Dynamic with a team orientated approach	✓	
Ability to work to under pressure to fixed deadlines	✓	
Use of IT	✓	
Desire to engage and share knowledge and ideas across the family of schools within our Trust	✓	