

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

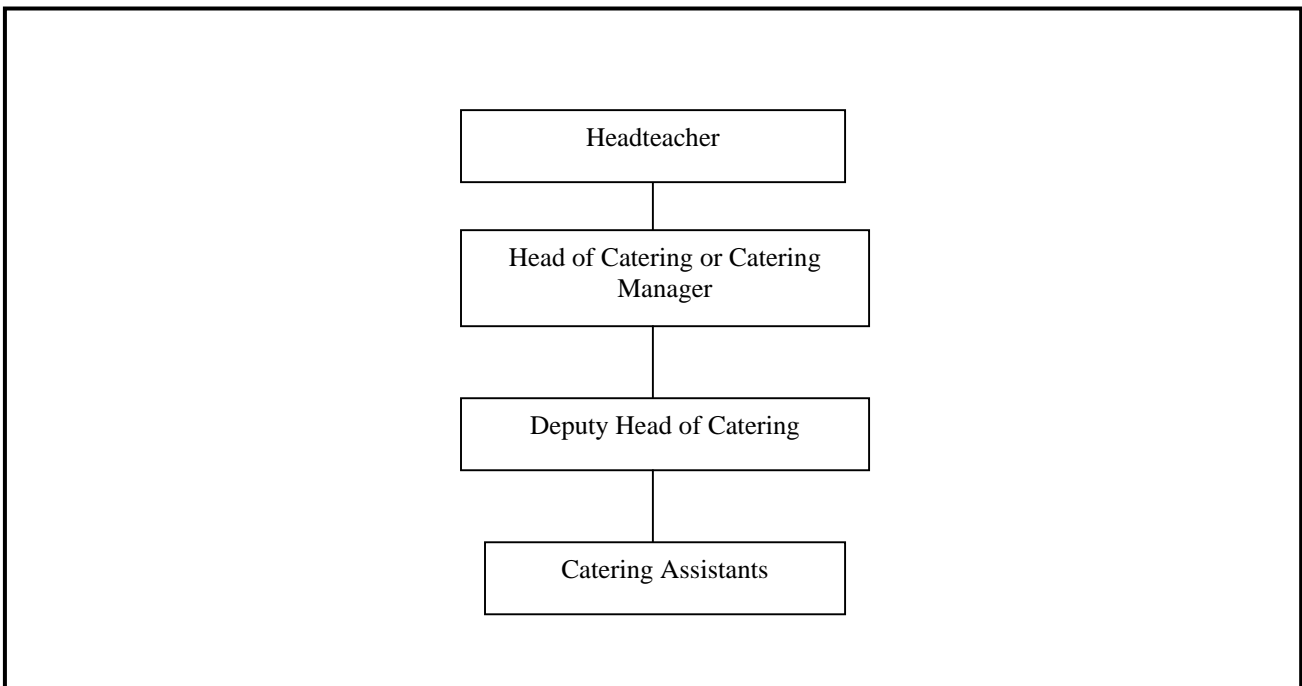
**ROLE PROFILE FORM**

**Section A**

<b>Role Profile Ref:</b>	02017
<b>Department/Section:</b>	Education (Schools)
<b>Role Title:</b>	Catering Manager/Head of Catering
<b>Reports To - (Supervisor/manager's role title) :</b>	Headteacher
<b>Role Purpose:</b> (why the role exists)	To manage a team of staff and related resources to provide an effective catering service for the school.

**Section B Organisation**

*Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).*



**Section C**

**ROLE REQUIREMENTS**

*This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.*

<b>Accountabilities</b>	<b>Accountability Statements</b>	<b>% of Time</b>
<b>Staff management</b>	<ul style="list-style-type: none"> <li>• recruit suitable catering staff, including relief staff, in accordance with employment legislation and Hampshire County Council guidelines;</li> <li>• plan and provide appropriate induction training and arrange in-service training as required;</li> <li>• manage catering staff including their effective deployment, welfare, discipline and development;</li> <li>• Devise and monitor procedures to ensure compliance with health and safety, hygiene and food handling regulations;</li> <li>• Ensure a safe working environment for kitchen staff;</li> <li>• Ensure kitchen staff receive training for Basic Food Hygiene Certificate.</li> </ul>	45
<b>Resource and budget management</b>	<ul style="list-style-type: none"> <li>• requisition supplies, obtaining best value;</li> <li>• check deliveries for quality and quantity and reconcile invoices;</li> <li>• Ensure efficient stock control including stock rotation and maintenance of stock records;</li> <li>• Ensure efficient control of budget;</li> <li>• Oversee maintenance of kitchen equipment to meet required standards of safety and efficiency;</li> <li>• Devise and monitor guidelines on portion control and minimisation of waste;</li> <li>• Maintain appropriate administrative and recording systems.</li> </ul>	35

HAMPSHIRE COUNTY COUNCIL

<p><b>Service planning, delivery and monitoring</b></p>	<ul style="list-style-type: none"> <li>• plan and publish suitable healthy menus;</li> <li>• plan alternative meals for special dietary requirements, liaising with Health Service representatives where necessary;</li> <li>• adjust menus and quantities when required in liaison with senior managers of the school;</li> <li>• monitor standards of food preparation, cooking, serving and cleaning and take appropriate remedial action as and when required;</li> <li>• develop good customer relationships and effective communication within the school;</li> <li>• respond effectively to customer requests and complaints</li> </ul>	<p>20 (15)</p>
<p><b>Teaching and assessment *</b></p>	<ul style="list-style-type: none"> <li>• plan and provide work experience for Year 10 pupils for two weeks per annum;</li> <li>• supervise pupils undertaking work experience;</li> <li>• provide written assessments of pupils undertaking work experience.</li> </ul>	<p>(5)</p>
<p>Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability</p>	<p>Be aware of Hampshire County Council and Education Department policies and ensure compliance.</p>	
<p><b>Section D -The key decision making areas in the role</b></p>		
<p>Setting daily priorities;  Purchasing/choosing suppliers;  Stock control;  Devising and adjusting menus;  Catering for special diets;  Ordering and dealing with deliveries of supplies.</p>		
<p><b>Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)</b></p>		
<p>200 or less meals to prepare daily with daily income ranging from £400 to £1000.  Complexity of the service may vary e.g. transported either by trolley or taxi; additional point of sales; flexible approach in special school.  Strict deadlines on a daily basis.</p>		

**Section F - The main contacts – external/internal customer contacts and purpose**

Internal: pupils, school staff including Headteacher, parents, school governors.

External: suppliers and maintenance contractors.

**Section G - Working conditions – environment, and physical effort or strain.**

- Kitchen environment can be very hot, busy and noisy;
- Some heavy manual work including lifting e.g. deliveries of supplies;
- Intense working periods.

**Section H - Context/additional information**

- Small team of staff;
- Some sudden changes of priorities;
- Very busy periods at certain points in the year;
- May be required to work at parents' evenings.

**PROGRESSION IN ROLE**

**Section J - Entry: Necessary role-related knowledge, skills and experience at selection**

- 3 years experience of working in a relevant catering environment;
- 1 years experience of supervising staff or deputising for management role;
- Catering qualification e.g. HCIMA/HND/NEBSS/C and G 706/NVQ Food Preparation and Cooking 1 and 2.
- Knowledge and experience of budget management and costing;
- Skilled in delivering customer focussed service;
- Good communication skills;
- Team leadership skills.

