

JOB DESCRIPTION

Job Title	Regional Catering Manager
Responsible to	Head of Catering
Responsible for	Catering Managers/Kitchen Managers

Job Purpose:

- Responsible for supporting the Head of Catering with the operational efficiency of the catering service whilst providing a quality service to all academies within the Trust. Duties to be discharged within financial and operational guidelines. Ensure that a high standard of kitchen hygiene is maintained whilst supervising the Catering Staff within all kitchens in the region operated by the Trust.
- Line Management responsibilities for Catering Managers within the region within the Trust including appraisal and CPD.
- Working with Admin staff to ensure correct meal numbers are recorded.
- Ensure monthly KPIs are met.
- Responsible for driving sales and initiating marketing ideas.

Key Accountabilities:

This will involve:

Decision Making

- Working with the Head of Catering to control the staffing levels to meet the needs of the service.
- Monitoring the menu, ordering, costing, stock and portion control with Catering Managers across all sites within the region.
- Accountability, responsibility, supervision and line management of staff within the region.
- Assessing each site's requirements & ensuring they (customer/pupil/Head Teacher) are satisfied with the service delivered within the region.
- Stock control and forward planning, working together with the Catering Managers
- Developing suitable business continuity plans for the service at each location in conjunction with Catering Managers
- Promoting the service in the Academy and participating in special events.
- Working with Head of Catering to develop quality standards.

Management and Supervision

- Undertake regular 1:2:1 and team meetings & reviews.
- Assist with the recruitment and training of catering staff in good catering practise across the region.
- Identifying any skill gaps within the catering staff.
- Work with Catering Managers to ensure that final paperwork at the end of month is up to date.
- Lead, motivate and train catering staff to perform to the highest standards within the region.
- Working with the Catering Managers to ensure playground taster sessions and parents evening taster sessions take place on a regular basis.
- Work with Catering Managers to ensuring Health & safety and Food Hygiene regulations are implemented.
- Working with Catering Managers to monitoring quality standards.
- Dealing with staffing/customer/Head Teachers issues.

- Training of Catering Managers in good procedures.
- Support with the supervision of catering teams.
- Training Catering Staff from across within the region in the STEP Way.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.
- Implement recommendations authorised by the Head of Catering.

Financial Management

- Working with the Head of Catering to provide a budget framework for Catering Managers to ensure excellent financial management.
- Liaise in a timely manner with finance department to ensure invoices and queries are dealt with.

Practical Duties

- Delivering the highest possible standard of food within the resources available and within budget.
- Undertaking Kitchen Spot Checks to ensure excellent standard of hygiene and work practise.
- Order light equipment supplies, check and record deliveries.
- Working with the Head of Catering to ensure a Catering Service Contract is in place.
- Ensure statutory requirements regarding food hygiene and health & safety are implemented.
- Work with the Head of Catering to menu plan to ensure that a balanced range of meals are available.
- Communication with Academy administration staff, Lunchtime Supervisors, Senior Leaders and Head Teachers.
- Working with staff, parents and children to promote healthy living and healthy food choices.
- Taking the initiative and overcoming challenges.

Customer Care

- Ensure that catering staff act as ambassadors for the Catering Service and are courteous, helpful, proactive and professional.

To Contribute as an effective and Collaborative members of the Catering Team

- To participate in training to be able to demonstrate competence.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the Trust
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on Academy policies and interventions.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: **Regional Catering Manager**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Experience of catering	x		x	x	
Previously managed, assisted or deputised own unit.	x		x	x	
Experience of training staff in basic kitchen skills.	x		x	x	
Knowledge & Understanding					
Knowledge of basic food preparation including methods, portions, stock rotation and ordering.	x		x	x	
Knowledge of implementing training to members of STEP Catering Teams.	x		x	x	
Skills & Abilities					
Ability to read and implement instructions, such as Health & safety and Food Hygiene regulations.	x		x	x	
Ability to complete simple financial forms.	x		x	x	
Able to use and clean machinery and light equipment.	x		x	x	
Demonstrate a willingness and enthusiasm for training and progression.	x		x	x	
Able to encourage children to select a balanced meal.	x		x	x	
Able to communicate with all kitchen, Academy staff and pupils.	x		x	x	
Able to train staff in basic kitchen skills.	x		x	x	
Able to work on own and within a team.	x		x	x	
Able to lead and motivate staff	x		x	x	
Display a commitment to the Trust's equalities policies	x		x	x	
Display and maintain a high standard of personal hygiene.	x		x	x	
Work effectively in a busy and hectic environment.	x		x	x	
Ability to train members of STEP Catering Teams across the Trust	x		x	x	
Personal Skills and Attributes					
Enhanced CRB check required.	x				
Willing to work occasional additional hours and at other sites within the Trust when requested.	x				