

Job Title: Assistant Catering Manager

Reporting to: Catering Manager

Grade: 5

Overall Purpose of the Post

To assist the Catering Manager to deliver a whole academy catering provision.

To undertake operations connected with the preparation and cooking of meals.

Main Duties and Responsibilities

- To be responsible for oneself and working colleagues for a high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulations 1995, the Health and Safety at Work Act 1974 and the policies of the Outwood Grange Academies Trust;
- Deputise for the Catering Manager in their absence;
- Organise and supervise the work of other kitchen staff;
- Prepare, cook and oversee the cooking/provision of meals of consistent high standards, providing an excellent service to students, staff and visitors;
- Organise the transporting and serving of meals for students, staff and functions/events;
- Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment;
- To ensure compliance with agreed HACCP, Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety;
- To ensure the safe operation of kitchen equipment at all times;
- Inform the Catering Manager of any defects in materials, equipment etc.
- Assist the Catering Manager to maintain food stock levels and complete stock returns by the date required;
- To ensure that all kitchen areas are clean and free from hazards;
- To ensure that all accidents and incidents are reported, including notifiable diseases;
- To support the Catering Manager which development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in the academy.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable;
- To comply with the academy's Child Safeguarding Procedures, including regular liaison with the academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the academy policies and procedures at all times;
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts:

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.