

**Job Title:** Catering Manager

**Reporting to:** Business Manager

**Grade:** 7 - 10

**Accountable for:** Catering Staff

### **Overall Purpose of the Post**

To be responsible for the whole academy catering provision, developing and progressing the catering provision to deliver healthy and high quality meals that meet Nutritional Standards. To ensure the attractiveness of catering provision including food presentation and the eating environment.

### **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;
- To plan daily menus, making provision as appropriate for special dietary requirements, and order stocks accordingly;
- To prepare, cook and oversee the cooking of a range of food items;
- To supervise and deploy catering staff to ensure the efficient organisation of the catering service, and deal with any day to day staffing problems/issues that may arise;
- In conjunction with the Finance Team, be responsible for the accurate cost control of catering revenue and expenditure and the security of all monies, ensuring correct procedures for banking and reconciliation are met;
- To liaise with the Finance Team with regard to the co-ordination of procurement of goods and service;
- To maintain food stock levels and complete stock returns by the date required;
- To undertake routine checks of equipment, cleaning material, stationery and uniform;
- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier;
- To ensure compliance with agreed Health and 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, ensuring that necessary repairs to kitchen equipment are reported immediately and repairs arranged, taking unsafe equipment out of use pending repair;

- To ensure that all kitchen areas are clean and free from hazards;
- To undertake regular risk assessments;
- To ensure that all accidents and incidents are reported, including notifiable diseases, including regular inspection and maintenance of the First Aid Box and arranging replenishment as necessary;
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance;
- To actively contribute to 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 and aspects of commercial viability;
- To assist in the recruitment, assessment, selection and appointment of catering personnel;
- To provide induction training for catering personnel and identify and co-ordinate necessary training and development requirements to ensure that all staff have the skills and abilities required to deliver an effective catering service and maintain appropriate records.

### **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.