

Job Description: Caterer

1. **JOB PURPOSE:**

To prepare, cook and serve food at set times in the school day, assist with menu planning, ordering supplies and team supervision. To support the Catering Manager and Deputy Catering Manager to deliver a high standard of catering provision across the Trust.

2. **MAIN RESPONSIBILITIES, TASKS AND DUTIES**

- a) Preparation and cooking of food, including baking to a high standard in accordance with menus and the healthy eating agenda.
- b) Serving meals prior to school, at mid-morning, lunch-time or at other times as required.
- c) Ensuring that a high standard of hygiene is maintained in the kitchen.
- d) Assist with menu planning, ordering supplies and in ensuring that adequate stocks of food are maintained, sending on any financial documentation to the Finance Team for processing.
- e) Assist with supervision of catering staff, under the direction of the Catering Manager.
- f) Awareness and application of relevant legislation and guidance such as those required for food hygiene, allergens, health & safety.
- g) Promote, support and contribute to the vision and values of the trust.
- h) Appraisal of team members, under the direction of the Catering Manager.
- i) To lead the operation of the kitchen on behalf of the Catering Manager in her absence.

3. **MANAGEMENT OF PEOPLE**

Day-to-day supervision of catering staff, oversee quality of work and ensure that hygiene standards are fully met. Appraising team members.

4. **CREATIVITY AND INNOVATION**

Limited opportunity for innovation. Creativity may be part of the role whilst deputising or assisting with menu planning.

5. **CONTACTS AND RELATIONSHIPS**

Daily contact with the Catering Manager and team members, regular contact with work stream colleagues across the Trust. Contact with other colleagues and students.

6. **DECISIONS**

Discretion – The post holder will be influential in menu planning.

Consequences – Impact of work would be on catering services provided for students with problems quickly identified and easily remedied.

7. RESOURCES

Kitchen equipment, crockery, cutlery.

8. WORK ENVIRONMENT

Work demands – The work is subject to changing demands but does not impact on the overall tasks to be carried out.

Physical demands – Working with kitchen equipment, including hot ovens and hobs. May be required to lift heavy pans.

Working conditions - Work is carried out in a kitchen area on school premises that is well-lit and ventilated.

Work context – May be at some risk from use of equipment (e.g. heat from ovens). There is little likelihood of exposure to abuse or aggression from student.

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 in food preparation or equivalent.

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	✓	

Knowledge	Essential	Desirable
Food hygiene standards	✓	
Health & safety and risk assessment in a catering environment	✓	
Team supervision		✓
Data Protection including GDPR		✓
Safeguarding		✓

Experience	Essential	Desirable
Working within a busy kitchen environment, cooking for large numbers of people	✓	
Dealing with customers e.g. staff, students, parents	✓	
Supervising a team	✓	
Organising and managing resources (catering provisions/team members)	✓	
Conducting staff appraisal		✓
Working within a school environment		✓

Competencies	Essential	Desirable
Excellent communication and organisational skills	✓	
Honesty and integrity	✓	
Self motivated	✓	
Team worker	✓	
Conscientious	✓	
Ability to work to under pressure to fixed deadlines	✓	