

JOB DESCRIPTION SCHOOL FOOD EDUCATOR

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| Job Title: | School Food Educator |
| Reports to: | Cluster Finance & Admin Manager, Headteacher/Executive Headteacher & Executive Principal |
| Place of Work: | Gainsborough Community Primary School |
| Grade: | S01, Point 23-25 |
| Hours of Work: | 37.5 per week 8.00am to 4.30pm with a 60 minute break |
| Contract Status: | Term Time Only, plus 3 additional weeks to be worked during holiday periods (to be agreed between the employee and the employer) |
| Purpose of the Post: | |
| <ul style="list-style-type: none"> ☐ To lead, innovate and develop the catering service and to work with team members to serve fresh, exciting and nutritious meals within budget and to the Government's and school's standards. ☐ To lead on food related projects engaging with pupils, parents and teaching staff and develop a pupil focused food education and cookery curriculum across the school, children's centre and additional resource provision unit. ☐ Developing a cohesive, standardised menu across all of the schools sites and liaising with suppliers to ensure that increased value for money is achieved via economies of scale. ☐ To contribute to the schools food education programme; working in collaboration with senior leaders to improve the programme of work, oversee the implementation and work with teaching staff to ensure that food education lessons are carried out to the highest possible standards. | |
| Main Duties and Responsibilities | |
| Organisation, Food Preparation, Quality & Standards | |
| <ul style="list-style-type: none"> ● To lead and work as part of the team preparing, fresh, appetising and healthy food to meet the specified standards, with a centralised menu. ● Order all food and other commodities required from designated suppliers, ensuring economies of scale are achieved. ● Operate and control stocks, stock records and ensure correct completion and submission of all appropriate returns and records to the deadline dates identified. ● When required, lead on catering functions for special events which may be outside normal hours. ● Be responsible for delivering a good quality service and ensuring meals are presented and served in an attractive way. ● Prepare meals to meet specific dietary and cultural requirements, taking into account the specific requirements of the school, children's centre and additional resource provision. | |

- To promote school meal uptake through taster events and parent evenings, theme days and other events when required.
- Report any complaints and take appropriate action where necessary.
- To plan and develop menus with pupil and staff consultation and ensure the centralised menu meets mandatory food based standards.
- To be customer focused, committed to improving standards and maintain a caring and stimulating environment for pupils in all of the schools provisions.
- To be reactive to pupil and staff comments to ensure customer satisfaction is achieved.
- To develop cookery class as part of the curriculum and after school activities.
- To plan, prepare and deliver regular contributions to breakfast club and after school food provision across all of the schools provisions.

Food Education

- To contribute to food education lessons for all ages and abilities.
- To contribute to lesson delivery from start to finish including the food preparation, set-up and clearing down of the facilities once the lesson ends.
- Create a welcoming learning experience by sharing your passion for healthy recipes using fresh, high-quality, seasonal ingredients.
- Work with other professionals to develop growing programmes and to expand and deepen our reach.
- Contribute to the development of all food education materials, including handouts, presentations, and audio-visual materials for lesson use.

Administration

- To be responsible for the financial administrative tasks associated with ordering provisions, including delivery notes and invoices, embedding consistent procedures across all of the schools provisions.
- To monitor, control and document waste and make recommendations when applicable.
- To provide management information including meal costs on a weekly basis and on request.
- To conduct a monthly stock take and on request.

Health, Safety and Hygiene

- Ensure compliance with all statutory and regulatory requirements relevant to the service, with particular regard to Health & Safety and Food Hygiene Regulations.
- Be responsible for the standards of cleanliness and hygiene of premises and equipment./
- Ensure compliance with allergen identification and management to meet current legislation.

Staff Management

- Assess and adjust levels of staffing in accordance with the requirements of the service.
- Participate in the selection, appointment, induction and training of catering staff.
- Be responsible for the welfare of the unit's staff and to monitor their performance and assist with the organisation of support and training.
- Plan and prepare staff task lists and duties, providing line management to any incumbent Chef Manager, Catering Unit Manager, or similar within the Primary Advantage Federation.
- Ensure that all attendance and sickness records are maintained and monitored in accordance with procedures.

- Submit unit timesheets weekly.
- Liaise with the appropriate senior leaders to deal with unsatisfactory performance and conduct of staff.
- Ensure that accidents and “near misses” are reported, investigated and the necessary action taken.

Unit Management

- Be responsible for the security of the unit and stores and equipment in accordance with procedures. Ensure that deliveries are checked for quality and quantity of goods received against delivery notes and invoices.
- Maintain portion control and instruct and supervise staff accordingly.
- To be responsible for the security of kitchen supplies, equipment and money.

Wider School Activities

- Liaise with School Management and Service Users to promote and improve the service.
- Provide accurate information regarding nutritional values of menu options and advice on healthy eating.
- Participate in wider school activities regarding food selection, preparation and nutrition.
- Prepare and assist at any special functions organised by the school.

Conduct

- To set standards of polite, honest and friendly behaviour to colleagues.
- To deal with pupils and staff in a polite, professional and friendly manor at all times.

General Requirements

- Take part in the school’s performance management system.
- Contribute to regular meetings, reviews and project evaluations to ensure that project aims are translated into delivery.
- Attend governing body meetings if required.
- Oversee provision of quality catering for events and functions as required.
- Assist the school leadership team with the development of new income-generated activities.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

In addition to undertaking such duties of a similar nature as may be reasonably directed by the Executive Headteacher or Executive Principal from time to time.

Note:

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time at the discretion of the Headteacher or Executive Principal as reasonably regarded within the nature of the duties and responsibilities of the post.

Person Specification

| <u>Qualifications</u> | Essential | Desirable |
|--|-----------|-----------|
| 1. City & Guilds 706/1 and 2 or or NVQ 2/3 | ✓ | |
| 2. Level 2 Food Safety in Catering (from a recognised examining body) | ✓ | |
| 3. Level 3 Supervising Food Safety in Catering (from a recognised examining body) | | ✓ |
| <u>Experience</u> | Essential | Desirable |
| 4. Experience of working in a multi-cultural environment and appreciation of different dietary requirements. | ✓ | |
| 5. Experience in working within Health & Safety and Food Hygiene regulations. | ✓ | |
| 6. Experience of maintaining/ordering food stuffs. | ✓ | |
| 7. Experience of managing and motivating staff. | ✓ | |
| 8. Previously managed or assisted in running own catering unit. | ✓ | |
| <u>Knowledge</u> | Essential | Desirable |
| 9. Knowledge of current Government standards for school meals | ✓ | |
| 10. To demonstrate culinary expertise and creativity | ✓ | |
| <u>Skills</u> | Essential | Desirable |
| 11. Ability to communicate clearly at all levels. | ✓ | |
| 12. Ability to produce quality nutritious food to deadlines | ✓ | |
| 13. Good IT skills, especially Microsoft Word and Excel. | ✓ | |
| 14. Ability to generate ideas for improvements | ✓ | |
| 15. Ability to carry out administrative skills accurately and on time | ✓ | |
| 16. Display a commitment to the Council's equalities policies. | ✓ | |
| <u>Personal qualities</u> | | |
| 17. Reliable, self-motivated, organised and approachable | ✓ | |
| 18. Inspiring, resourceful, determined and energetic | ✓ | |

Acceptance

Date of Issue: _____

Name of Postholder: _____

Signature of Postholder: _____

Signature of Headteacher: _____