|  |  |
| --- | --- |
| **Job Description** | |
| **Post:** | Trust Assistant Catering Manager |
| **Pay Scale:** | Grade 6 £32,061 - £35,412 |
| **Responsible to:** | Trust Catering Manager |
| **Main Location:** | STOCCAT Central Office with travel to other sites |
| **Main Duties** | |
| **Multi-site catering development and provision of a quality food service**   * Assist in the development of an outstanding in-house catering service for the Trust through the delivery of quality food across all trust schools. * Provide on site craft support to enhance culinary skills across Trust schools. * Support the organisation, management, and administration of the catering service operations within the Trust across multiple sites. * Liaise with school staff and pupils to gather feedback and support service improvement. * Communicate with and work under the guidance of the Trust Catering Manager. * Provide guidance and information to catering staff as required to support the provision of medically prescribed diets and other dietary requirements. * Communicate and work closely with the Trust Facilities Manager, schools, pupils, and staff to seek feedback to develop the catering services provided. * Assist with the development of primary and secondary school menus, themed days and special events.   **Financial responsibilities**   * Support the Trust Catering Manager in monitoring catering budgets and controlling costs. * Assist with stock control, ordering, and inventory management. * Help cost and implement menus in line with nutritional standards and budget constraints.   **Health and Safety regulations and routines**   * Ensure compliance with food hygiene, health and safety, and allergen regulations. * Maintain accurate records and assist with audits and inspections. * Promote safe working practices and report any hazards or incidents.   **People Management**   * Provide support and guidance to kitchen teams across the Trust. * Assist in the delivery of training and development sessions for catering staff. * Support the induction of new staff and contribute to performance monitoring. * Assist the Trust Catering Manager in the recruitment and selection of key catering staff. | |
| **Professional standards and development** | |
| * Take responsibility for and participating in continuing professional development. * Be a role model to students through appropriate personal presentation and professional conduct. * Support all the School’s policies and ethos. * Establish effective working relationships with professional colleagues both in school and as part of the school’s learning community and network. * Responsible for the health, safety and welfare of self and colleagues in accordance. with the School’s Health and Safety policies and procedures and current legislation. * Reflect on own professional practice. * Take responsibility for and participating in continuing professional development. | |
| **Continuing professional development and formation** | |
| * Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available. * Maintain a professional portfolio of evidence to support the Performance Management/Appraisal process – evaluating and improving your own practice. | |
| **General Responsibilities** | |
| * Attend and participate in staff meetings, training, and briefings as appropriate. * Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection. * Contribute to the overall ethos, work, and aims of the Trust. * Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust. | |
| *These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*    *The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC’s Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust’s safeguarding procedures and Keeping Children Safe in Education statutory guidance.*    *It is the practice of this Trust to periodically examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust’s aim to reach agreement on any alterations.*  *The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.* | |

|  |  |  |
| --- | --- | --- |
| **Person Specification** | | |
| **Key** **E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application | | |
|  | **Essential / desirable** | **Evidence** |
| **Qualifications** | | |
| Educated to degree level in a hospitality related field or equivalent knowledge acquired through experience | Desirable | A/C |
| Level 3 Food Safety and Hygiene | Essential | A/C |
| Level 2 or 3 in Professional Cookery or Hospitality | Essential | A/C |
| GCSE English and Mathematics at Grade A\*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent | Essential | A/C |
| Evidence of continuous professional development | Essential | A/I |
| **Knowledge & Experience** | | |
| Experience of managing multi-site catering provisions | Essential | A/I |
| Experience of working in an education setting | Desirable | A/I |
| Knowledge of HACCP’s and COSHH | Essential | A/I |
| Supervisory or team leadership experience | Essential | A/I |
| Experience of providing coaching and training in order to develop people skillsets as required | Desirable | A/I |
| Experience of planning and developing staff rota’s including cover arrangements | Essential | A/I |
| Experience of financial planning and budget management | Desirable | A/I |
| A proven track record of online ordering and developing of menus, food supply requirements and ordering systems and controls | Essential | A/I |
| **Technical Skills & Ability** | | |
| Ability to implement food safety to a high standard, including management of allergens and processes for controlling food quality | Essential | A/I |
| Ability to analyse and interpret highly complex and varied workforce problems and to develop a range of solutions | Desirable | A/I |
| The ability to work autonomously, leading on catering project work across the Trust | Essential | A/I |
| Excellent oral and written communication skills, with an ability to explain complex and contentious information clearly and concisely in a manner appropriate to the audience | Essential | A/I/R |
| Ability to line manage diverse teams and colleagues and support their development and manage effective performance | Essential | A/I/R |
| **Special working conditions** | | |
| Full driving licence and access to own car with business insurance | Essential | A/I/C |
| Willingness and ability to work at different sites | Essential | I |
| **Personal characteristics** | | |
| Excellent written and verbal communication skills | Essential | A/I |
| Demonstrable administrative and organisational skills | Essential | A/I |
| Proactive and able to work independently | Essential | A/I |
| Focus on quality and developing customer service approach within the team | Essential | A/I/R |
| Commitment to a supportive, coaching culture | Essential | A/I/R |
| Flexible and dedicated approach to work and when required on hand to provide support and cover | Essential | A/I/R |
| Commitment to Safeguarding and protecting the welfare of children and young people | Essential | A/I/R |
| Commitment to equality and diversity | Essential | A/I |
| Commitment to good attendance at work | Essential | A/I/R |
| Commitment to continuing professional development | Essential | A/I/R |