

Job Description

Job Title:	Trust Catering Manager
Reports to:	Chief Operating Officer
Based at:	St George's Kidderminster 30- 35 hours per week
Salary	£22,369- £27,344 pro rata

Main purpose of the Role

To cook on a daily basis at St George's C of E School in Kidderminster and manage the catering services across all 4 schools. To proactively lead a team of onsite catering colleagues to deliver an exceptionally high standard of catering which conforms to all applicable food law, legislation, standards, compliance and policies.

Core Responsibilities & Tasks

Main Duties and Responsibilities/Accountabilities:

Quality food and Service Provision

- Develop an outstanding catering provision at each school site through the delivery of quality food at all times in line with Government legislation
- Devise, develop and monitor the quality and quantity of meals provided through agreed quality assurance measures
- Develop and cost recipes and menus effectively and within budget and to comply with national nutritional standards
- Create healthy and nutritious multi choice menus in line with all relevant standards which can be delivered uniformly across sites, developing bespoke provision where necessary.
- Establish, monitor and review suppliers to ensure quality of food, goods and services
- Provide guidance and information to catering staff as required to support the provision of medically prescribed diets and other dietary requirements.
- Ensure compliance in all aspects of allergen management
- To assist with reports and KPIs on quality of food

Safe Food Systems and Health & Safety

- Ensure Health, Safety and Hygiene regulations are adhered and robust systems and procedures and implemented to ensure safe operation, service delivery and achieve successful audits/checks.
- Development, implement and monitor Hygiene, Food Safety and Health and Safety controls, including production of appropriate manuals, risk assessments and documentation, as well as providing training as appropriate within industry good practice and recommendations.
- Monitor accident reporting within kitchens and implement corrective action, where required.
- Ensure all products adhere to COSHH
- Ensure SSBB is deployed in each site and updated daily in line with legal requirements

Equipment responsibilities

- Ensure kitchen follows a strict maintenance regime of all equipment and resources
- Assist with the creation, implement and review risk assessments for equipment and all related catering activities
- Assist with the purchase of light and heavy equipment and maintenance and repair costs in conjunction with Site BSO's and/or Estates Managers
- Support the COO and Health and Safety team to ensure all sites have necessary Risk and Health & Safety assessments and policies covering food, equipment and health & safety.

Staff Management & Development of Service

- Arrange and, where appropriate provide, training to kitchen staff in all areas of operations, such as courses in: Health and Safety, Manual Handling, Food Safety and Hygiene, Food Nutrition and Allergens.

GDPR

- To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

An Enhanced DBS Check will be requested on successful application to a position at the Trust.

The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.

Person Specification

Qualifications and CPD	Essential	Desirable
Qualifications		
C&G, HND or NVQ level 4 or equivalent in related subject/field	x	
Food Safety/Hygiene Certificate Level 4 or the ability to take within 1 month	x	
Allergen Management/Awareness Training	x	
Experience, Knowledge and Skills	Essential	Desirable
Very good interpersonal skills	x	
Experience of catering in schools		x
Experience of managing more than one location/site		x
Ability to manage catering teams to control raw materials and portions to the school's standards.	x	
Ability to adapt traditional recipes and dishes to appeal to students.	x	
Ability to manage teams to meet production timings and deadlines by controlling production and effective time planning and kitchen delegation.	x	
Good IT skills (use of word, excel and PowerPoint)	x	
Personal Attributes	Essential	Desirable
Able to work within established frameworks and/or procedures without close supervision	x	
Ability to remain calm when under pressure and employ tact and diplomacy in difficult/sensitive situations	x	
Systematic approach to tasks, with attention to detail	x	
English Fluency		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	x	
Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.		x