



CATERING MANAGER JOB ADVERT

Employer: Black Pear Trust

Location: St George's C of E School, Kidderminster

Pay scale: £22,369 - £26,845 per annum pro rata (salary to be pro rata based on part time hours and term time only)

(example: £15,512 - £18,616 actual salary term time only 30 hours per week)

Contract: 30-35 hours per week, permanent, term time only plus training days

Starting Date: ASAP

Applications Close: Friday 17th February 2023

St George's C of E School is a friendly school with approximately 200 pupils aged between 2 and 11 years. The school fosters close links with parents and the local community. We aim to provide a happy, stimulating, and supportive climate in order for our children to achieve their maximum potential.

The Black Pear Trust is a growing multi-academy trust based in Worcestershire, we currently comprise 5 primary schools and are looking for an ambitious leader to join us on our journey of 'growing excellent learning communities together'.

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.

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 are 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.

All positions are subject to a DBS Enhanced disclosure check. The schools and trust are committed to safeguarding and promoting the welfare of children and young people

and expect all staff and volunteers to share this commitment. The trust is an equal opportunity employer.

To apply, please email vacancies@blackpeartrust.org for an application form or download from site. If you would like any additional information about the position or to arrange an opportunity to speak to the COO about the role please email vacancies@blackpeartrust.org.
