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| **Job Description**  |
| **Post:** | **Trust Catering Manager**  |
| **Pay Scale:** | **Grade 9 £42,403- £46, 464** |
| **Responsible to:** | **Chief Operations Officer**  |
| **Main Location:** | **STOCCAT Central Offices**  |
| **Main Duties** |
| **Multi-site catering development and provision of a quality food service*** Develop an outstanding catering service for the Trust through the delivery of quality food across all trust schools
* Organise, manage, and administer catering service operations within the trust across
* multiple sites.
* Monitor the quality and quantity of meals provided through systemic quality assurance inspections, taking appropriate action where needed.
* Communicate and work closely with the Trust Facilities Management Manager, schools, pupils, and staff to seek feedback to develop the catering services provided.
* Work in partnership with the Heads of School to seek resolution in answer to complaints and queries.
* Provide guidance and information to catering staff as required to support the provision of medically prescribed diets and other dietary requirements.
* Provide regular reports and KPIs, comparing the performance of the catering function within the Trust.
* To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality.

**Financial responsibilities*** Collaborate with Trust central team to develop a robust and cost-effective catering procurement strategy, increasing efficiency and profitability.
* Ensure that the catering services in each academy are managed within budget.
* Manage budgets and monitor and control staffing and provisions costs.
* Monitor and control other overhead costs (e.g. cleaning materials & disposables)
* Determine and request the requirements to purchase light and heavy equipment and maintenance and repair costs within designated school kitchens.
* Develop and cost recipes and menus effectively and within budget and to comply with national nutritional standards.
* Promote the onsite provision of school catering in Secondary schools and breakfast clubs in primary schools

**Health and Safety regulations and routines*** Collaborate with the Health and Safety Manager in the development, implementation and monitoring of 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.
* Work with Heads of School in to plan, organise and evaluate promotional events e.g. curriculum links, open evenings, and themed days.
* Working with the academy site managers to ensure that kitchen maintenance, faults and repair requirements are reported and carried out effectively.
* Work with the Trust Facilities Manager and academies to identify and prioritise kitchens requiring refurbishment.
* Work with the Trust IT Manager and CIO to manage cashless catering systems and liaise with cashless/biometric third-party suppliers to ensure compliance with trust policies.

**People Management*** Devise and implement a Trust-wide catering development plan, which includes a succession planning strategy to ensure continuous delivery of service.
* Lead Trust-wide development days relating to catering.
* 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.
* To lead and support the catering teams of academy-based staff across the trust.
* To conduct annual performance appraisals of the catering team, in line with the trust performance management process.
* To be the first point of contact in all matters related to the management of day-to-day performance of the team, liaising with and receiving feedback from school leadership as required.
* Lead on the recruitment and selection of key catering staff.
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| **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.
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| **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.
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| **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.
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| *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.*   |

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| **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 | D | A/C |
| Advanced food hygiene (Level 4) | E  | A/C |
| Advanced professional catering, chef, hospitality (Level 3) | E  | 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 | E  | A/C |
| Evidence of continuous professional development | E  | A/I |
| **Knowledge & Experience** |
| Experience of managing multi-site catering provisions  | E  | A/I |
| Experience of working in an education setting  | D  | A/I |
| Knowledge of HACCP’s and COSHH | E  | A/I |
| Experience of providing coaching and training in order to develop people skillsets as required  | E  | A/I |
| Experience of planning and developing staff rota’s including cover arrangements  | E  | A/I |
| Experience of financial planning and budget management  | E  | A/I |
| A proven track record of online ordering and developing of menus, food supply requirements and ordering systems and controls  | E | A/I |
| **Technical Skills & Ability**  |
| Ability to implement food safety to a high standard, including management of allergens and processes for controlling food quality | E  | A/I |
| Ability to analyse and interpret highly complex and varied workforce problems and to develop a range of solutions | E  | A/I |
| The ability to work autonomously, leading on catering project work across the Trust | E | 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 | E | A/I/R |
| Ability to line manage diverse teams and colleagues and support their development and manage effective performance | E | A/I/R |
| **Special working conditions**  |
| Full driving licence and access to own car with business insurance | E | A/I/C |
| Willingness and ability to work at different sites | E | I |
| **Personal characteristics** |
| Excellent written and verbal communication skills | E  | A/I |
| Demonstrable administrative and organisational skills | E | A/I |
| Focus on quality and developing customer service approach within the team | E | A/I/R |
| Flexible approach and when required hands on to provide support and cover | E | A/I/R |
| Commitment to a supportive, coaching culture | E | A/I/R |