

Catering Manager, Grade 4

Job Description & Person Specification

Salary: Grade 4– Scale Points 7 - 11
Weeks: Term Time Only – 39 weeks
Hours: 35 hours per week

Main Purpose of the Job:

To work as part of the Team and contribute to the achievement of its objectives, supporting the school in providing an effective and efficient catering service.

The preparation of meals in line with safe working practices and food hygiene regulations and managing others in this.

The management and professional development of the catering staff team.

To work collaboratively with all staff and parents in order to support student well-being.

To maintain close liaison with administrative and facilities staff.

To manage, maintain, monitor and evidence safe, effective and efficient operation of all aspects of the catering service including record keeping and the completion of financial returns.

To work as part of a team to support colleagues and contribute to the vision and ethos of the school.

Main Duties

1. The management of a quality, cost effective catering service in accordance with a pre-set budget to achieve key cost ratios.
2. Planning imaginative menus that ensure compliance with legislative requirements and customer needs.
3. To participate in the new initiatives and future changes in service delivery improvements to support the client and the aims and objectives of the School.
4. To deliver a quality hospitality service as required.
5. Carrying out efficient financial administration, following systems and financial regulations.
6. The management of a team and managing attendance.

7. Manage the team in providing a child focused service, which is courteous and responsive and meets the needs the children's needs at all times and monitoring the service of others.
8. The management of the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of service users.
9. Ensure compliance with health & safety, food hygiene and COSHH (Control of Substances Hazardous to Health) regulations at all times.
10. To ensure the safe use all equipment in a safe manner, and any faults/incidents are reported to the Finance and Administration Manager.
11. Be responsible for maintenance and general up keep of specified areas.
12. Actively pursue own personal development and take full advantage of training provided.
13. To manage the training of all staff within the area to include NVQ training, considering contingency and succession planning.
14. Undertake such duties as may be considered appropriate by the Business Manager in line with the needs of the service.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Main Duties

Person Specification for Catering Manager

Key: A = Application I = Interview R = Reference

Selection criteria	Method of Assessment	Essential	Desirable
Qualifications, Training and Experience			
Hold an NVQ Level 2 Certificate in Food Preparation and Cooking.	A, I, R	✓	
Hold a minimum of Level 1 Food Hygiene Certificate.	A, I, R	✓	
Experience of high volume food preparation and production	A, I, R	✓	
Have a sound knowledge of healthy eating and an understanding nutritional guidelines for school.	A, I	✓	
Active listening and verbal communication skills for effective interaction with customers, other catering colleagues and other school employees.	I	✓	
Ability to work under supervision and as part of a team.	A, I, R	✓	
Knowledge of health and safety.	A, I, R	✓	
Knowledge of COSHH Procedures.	A		✓
Basic numeracy and ability to accurately complete daily returns.	A, I, R	✓	
Willing to abide by the Trust's no smoking policy.	A	✓	
Personal Style and Behaviour			
Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.	I, R	✓	
Self-motivation and personal drive to complete tasks to required timescales and quality standards	A, I	✓	
The flexibility to adapt to changing workload demands and new organisational challenges	A, I	✓	
Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users.	A, I	✓	
Personal commitment to continuous self-development.	A	✓	
To wear the uniform provided.	A	✓	
To consent to a DBS disclosure and Safeguarding Training	A	✓	