



JOB PROFILE

Job Number	Post Title	Grade	Points	Date
A8277	Catering Manager	7	482 NJC	December 2013

Purpose of the Post

To develop, improve and manage the provision of a high-quality catering service that is efficient and effective that meets the agreed high standards and within budget as directed by the School Business Manager.

Accountable To

Business Manager.

Supervisory Responsibility

Catering Staff.

Duties and Responsibilities – Specific

- Prepare and cook food as defined by the Catering Service including any special dietary needs
- The supervision of staff and allocation of duties
- Prepare menus and food within the guidelines issued
- Carry out staff training.
- Carry out food loss control as required
- The checking and recording of all food received, quantities of ingredients used and the number of meals produced and served
- Carry out all clerical duties as required including all cash related duties
- Ensure the cleanliness of the kitchen, its equipment and surround
- Ensure the security of the kitchen, associated stores and surround
- Ensure the Food Hygiene and Health and Safety Regulations are adhered to at all times
- Ensure that the Health and Safety at Work Act as defined by Biddulph High School is observed within the kitchen and report any accidents in the kitchen or complaints regarding staff welfare
- Report faults in equipment and request necessary day to day maintenance of premises
- Ensure that all staff work the required hours
- Ensure that no food is removed from the premises
- Be prepared to give practical help in any part of the kitchen should the need arise
- Carry out any other reasonable duties within the overall function of the job.
- Create and cost menus within guidelines and budget
- Hospitality menu planning for outside catering events
- Sound knowledge of allergen policy and procedure
- Knowledge of Microsoft word and excel - beneficial.

- Ensure stock rotation.
- Prepare staff rotas

- **Support to all Stakeholders**
- To have overall responsibility for the planning, management and provision of nutritionally balanced school meals considering national initiatives and best practice.
- Skilled cooking and preparation.
- Provide refreshments and buffets for the school and the local community, when necessary and as directed by the School Business Manager.
- Provide information on the developments within the school kitchen to assist the School Business Manager in managing the service efficiently and effectively.
- **Support to Other Staff**
- Involvement in the recruitment process for all catering staff including induction, refresher, and awareness training.
- Supervise and develop a team of kitchen staff over three sites.
- Undertake the staff performance reviews.
- Ensure all staff adhere to Health and Safety and food hygiene requirements.
- **Support Organisational Management**
- To ensure that the catering services provided complies with all statutory requirements in respect of H&S, food hygiene.
- To assist the School Business Manager to promote and develop the catering service within the school to increase uptake of meals.
- To be involved in the process of developing a long-term business plan to ensure the continued development of the service.
- Monitor the progress of the school's catering service to assist the School Business Manager in developing business plans.
- Implement all local policies relating to the school's catering service.
- Assist the School Business Manager in co-ordinating the procurement of provisions.
- Ensure a stock control and monitoring system is implemented and maintained.
- Assist with the trading statement for the catering service to achieve a trading surplus.
- To take responsibility for the control and management of standards of HACCP, COSHH and documentation (safe working systems and practices).

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.

- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

"Achieve Excellence"