

Job Description

**Job Title:** Catering Manager

**Reporting to:**  Business Manager **Grade:** E, SCP 16-18

#### Overall purpose of the post

***Catering Provision***

* To develop and progress the catering provision to deliver healthy and high quality meals that meet nutritional standards.
* To achieve best value without compromising quality.
* To be responsible for the performance of whole school catering provision.
* To negotiate best value contracts with authorised suppliers to ensure the cost effectiveness of the catering service.
* To ensure the attractiveness of catering provision including food presentation and the eating environment.

***Managing Staff***

* To supervise and deploy all catering staff to ensure the efficient organisation of the catering service, and deal with any staffing problems/issues that may arise.
* To ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered effectively in the absence of key personnel.
* To oversee the preparation, cooking and service arrangements.

***Managing Resources***

* To be responsible for the accurate costs control of catering revenue and expenditure and the security of all monies.
* To liaise with the Finance Team with regard to the co-ordination of procurement of goods and services.
* To maintain food stock levels and complete stock returns by the date required.
* To undertake routine checks of equipment, cleaning material, stationery and uniform.
* To plan daily menus, making provision as appropriate for special food diets, and order stocks accordingly.
* To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.
* To be responsible for and ensure correct procedures for banking and reconciliation are met.

***Health & Safety***

* To ensure compliance with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
* To ensure the safe operation of kitchen equipment at all times.
* To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
* To ensure that all kitchen areas are clean and free from hazards.
* To undertake regular Risk Assessments.
* To ensure that all accidents and incidents are reported, including notifiable diseases.
* To ensure the security of the catering area at all times.
* To be responsible for the regular inspection and maintenance of the First Aid Box and arrange replenishment as necessary.
* To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.

***General Responsibilities***

* To work as part of the Catering Service.
* To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in the School and aspects of commercial viability.
* To assist in the recruitment, assessment, selection and appointment of catering personnel.
* To assist in the application of the annual Support Staff Development Review for all catering personnel.
* To provide induction training for catering personnel and identify and co-ordinate necessary training and development requirements to ensure that all staff have the skills and abilities required to deliver an effective catering service and maintain appropriate records.
* To operate in line with the ethos, culture, overall aims and policies of the school.
* To work flexibly and undertake, when required, other duties associated with supporting the needs of students, as may reasonably be determined by the Principal or their representative.

**Responsibilities for resources**

People – line management of the Catering Team

Budgets – day to day management of the catering budget

Physical Resources – responsibility for maintenance of catering equipment

**Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.