**The Durham Federation**

**JOB DESCRIPTION**

**Catering Advisor - Grade 5 (N6612) Term Time only + 5 days**

Core Purpose

* Manage all aspects of the day to day operations of the school catering service using high standards of food hygiene / handling and safe working practices.
* Lead the development of a progressively improving catering service.

General duties and responsibilities

* Liaise with suppliers to ensure a high quality, best value school meal service.
* Handling of cash including collection from re-valuers, counting, putting correct amounts of cash in money bags / collection bag and writing paying slips out for the collection of monies from breaktime and school lunches on a daily basis and any other catering function.
* Ensure food / snacks / beverages are available during designated periods of the school day and coordinate out of school hours catering events with senior school staff.
* Ensure accurate, robust and relevant monitoring records are maintained (e.g. temperature charts for fridges, freezers, store / cold rooms, routine probe tests for hot / cold foods), as required.
* Undertake food / beverage preparation and serving.
* Compile daily / weekly / periodic trading records (as requested).
* Monitor and implement nutritional standards for food in schools.
* Organise effective, efficient and suitable staffing rotas to meet business needs, programme requirements and budget provision.
* Hospitality.
* Monitor, authorise and review employee timesheets with rotas and registers.
* Prepare menus.
* Continually develop the catering service and increase the uptake of meal numbers.
* Ensure all cleaning systems are adhered to and cleaning rotas are signed.
* Ensure delivery, storage and management of food / stocks is maintained in line with Health & Safety and hygiene regulations.
* Communicate with clients, school visitors, students, school staff and the community as a whole where necessary.
* Responsible for the line management, supervision and appropriate training of catering staff.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working in a team.

Other professional requirements

* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* The postholder has common duties and responsibilities in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.
* Responsible for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
* To undertake other duties and responsibilities as required commensurate with the grade of the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_