**Catchgate Community Primary School**

JOB DESCRIPTION

**Catering Manager**

**Grade 4 £19,312 – £20,493**

**Job Summary** Develop and manage the catering operations of the schools. Liaison with School Catering Contracts officer. Delivering the highest standard of customer service to all pupils, staff and visitors. Managing of the Catering facilities, responsible for ordering and managing Kitchen provisions budget. Management of all kitchen and lunch staff.

**Responsible to** School Business Manager and Head Teacher

**Salary and Scale** **Grade 4 SCP 5-8 £19,312 - £20,493 pro rata**

**Working hours** 30 hours per week 48.5 weeks per year

**Main responsibilities and duties of post**

1. To develop and deliver a strategic plan for the future of catering at Catchgate Primary School.
2. Develop an exciting and nutritional menu with guidance from the LA.
3. To work with school staff, children and Governors to increase daily up take of meals.
4. To implement and revise H&S policies and input into the overall Kitchen Risk Assessment.
5. To implement quality management plans and training for the catering team.
6. As directed by SBM / Head Teacher, share relevant information relating to policies, organisation Health and Safety to Catering and lunch staff.
7. To work in partnership with office staff, parents and School Meals team in the implementation of specialist menus pertaining to individual dietary requirements.
8. To ensure all elements of Kitchen Health and Safety are implemented and monitored throughout the day including, temperature logs, sampling, fridge/freezer logs, general hygiene and cleanliness of the kitchen.
9. Undertake relevant training, food safety, HACCP food hygiene and allergen training.
10. Liaise with LA Environmental Health team during period inspections.
11. Oversee orders and deliveries.
12. Assist with breakfast club provision.
13. Liaise with Premises Manager, LA Catering staff and contractors to maintain kitchen equipment and facilities.
14. Assist with monthly budgetary and monthly analysis reports.
15. Conform to all school policies relevant to safeguarding and pupil welfare.
16. Implement all necessary records, systems and procedures to manage and control kitchen stock.
17. Design menus for specialist Theme Days or events.
18. To assist with other aspects of school where their Catering Manager’s skills may be of benefit.
19. Establish effective communication and relationships at all levels through updates with team members and SLT.
20. Liaison with Admin Assistants to monitor, record and correctly charge for meals taken by pupils.
21. To oversee all front of house activity including functions, parents evening or other hospitality events.
22. To produce monthly analysis of accounts, including stock, non-food items and labour costs.
23. Establish and promote a positive team ethic.
24. Record and manage catering team’s hours worked. Liaise with SBM half termly in case of hours owed to staff or school.
25. To carry out administrative tasks and other functions in relation to the smooth running of the School Meals Function.
26. Compliance with all school policies, specifically, Health and Safety, attendance management, COSHH, manual handling, lone working, noise checklist, first aid.
27. To undertake other duties as assigned to you by the Head Teacher or School Business Manager.