



## Northumberland Church of England Academy Trust

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Unit Catering Manager
<b>SCHOOL:</b>	
<b>SALARY:</b>	Band 5
<b>RESPONSIBLE TO:</b>	Director of Health & Safety and Estates

### PURPOSE OF JOB:

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

The purpose of this role is to assist in the preparation for and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of a Catering Manager.

### MAIN RESPONSIBILITIES:

- Managing and contributing to the preparation and service of food and beverages.
- Managing and contributing to the cooking of meals and adapting menus to accommodate special dietary requirements as necessary.
- Managing and contributing to the washing up, setting up, and clearing away equipment and tables.
- Managing and contributing to the cleaning of the kitchen, surrounding area and equipment.
- Managing and contributing to the stock control, stocktaking and standards monitoring tasks.

- Managing and contributing to the catering provision at special events as required.
- Responsible for the receipt and safe storage of goods.
- Responsible for the security of the kitchen.
- Managing all staff in the kitchen including carrying out appraisals.
- Responsible for the accurate and timely completion of establishment administration.
- A commitment to development of the service in accordance with the requirements of the customer.
- Ensuring that all equipment is fit for its purpose and properly maintained.
- Ensuring that the kitchen resources are used effectively and efficiently at all times.
- Ensure self and catering colleagues comply with Hygiene, Health and Safety legislation, financial regulations and Academy policy and procedures at all times.
- Attending training as and when required.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Person Specification:		
Post Title: Unit Catering Manager		
	Essential	Desirable
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Relevant experience in a catering environment to include food preparation and cooking.</li> <li>• Experience in meeting work related targets.</li> <li>• Experience of managing a team.</li> </ul>	✓  ✓ ✓	
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>• Literacy skills sufficient to read text and write straightforward sentences.</li> <li>• Numeracy skills sufficient to undertake straightforward arithmetic functions.</li> <li>• Basic ICT skills.</li> <li>• Physical skills related to the work.</li> <li>• Ability to organise self and to work without supervision.</li> <li>• Ability to organise and motivate a team.</li> <li>• Customer care skills.</li> <li>• Ability to work in a commercial kitchen environment.</li> <li>• Regular need to lift and carry items of moderate weight</li> </ul>	✓ ✓  ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>• Intermediate Food Hygiene Certificate.</li> <li>• NVQ Level 3 – Food Preparation and Cooking or equivalent.</li> <li>• Intermediate Food Hygiene Certificate</li> <li>• Extensive knowledge of the full range of tasks together with the operation of associated tools and equipment.</li> <li>• Knowledge of Health &amp; Safety legislation relating to a catering environment.</li> </ul>	✓  ✓ ✓ ✓	✓
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>• Commitment to helping provide a high quality service to children and families</li> </ul>	✓	
<b>Other:</b>		

● Willingness to participate in training and development	✓	
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