



Catering Manager Job Description & Person Specification

Job Title:	Catering Manager
Responsible To:	School Business Manager
Pay Scale:	Level 5, SCP 13 – 23 DOE
Working Hours:	37 hours - Monday to Thursday - 6:45AM to 2:45PM and Fridays - 6:45AM to 2:15PM
Contract Type:	39 weeks per year, Term-Time, plus 5 INSET days.

Job Purpose

The Catering Manager is responsible for:

- The provision of a high quality and efficient catering service in accordance with healthy eating and DfE guidance.
- The planning, preparation, cooking, presentation and serving of meals and snacks making the most effective use of available staffing and resources.
- Adhering to relevant budgets and ensuring that all factors combine to generate a cost-effective catering service.
- The line management of all Catering Staff (including Lunchtime Controllers) including their induction, training and appraisal.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to, including the completion and recording of all necessary inspections and checks.

Duties & Responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the headteacher.

Operational

- To develop and maintain a friendly and helpful atmosphere and deal with any feedback, including complaints, in a professional manner;
- To organise catering staff workloads, including cover for absences and delegating tasks appropriately;
- To ensure that catering staff are aware of and comply with all food hygiene and health and safety regulations;
- To ensure sufficient and varied menus are provided to meet dietary and healthy eating requirements;
- To create and maintain an allergy register for students and staff, and filter this information to relevant staff members;
- The ordering of all commodities relating to the catering service, and arrange for the checking and appropriate storage of deliveries;
- To avoid unnecessary wastage and deterioration of foodstuffs;
- To ensure that food waste is correctly disposed of according to hygiene and health and safety regulations;
- To ensure that all food delivered is handled and stored correctly, including the rotation of stock;
- To ensure that maintenance, service and deep cleaning requirements are carried out as necessary to ensure a clean, safe and workable environment at all times in conjunction with the Site Manager;
- To ensure that all equipment is in full working order and that appropriate action is taken when repairs are required;
- To ensure that equipment and appliance inspections and checks are carried out and recorded as required;
- To ensure that all temperature testing is carried out and recorded as required;
- To maintain a high standard of food and kitchen hygiene throughout the catering service;
- To actively promote the school's catering service and organise menus to reflect events in the school calendar.
- To organise, prepare and carry out special catering function work as required;
- In agreement with their Line Manager, establish contingency plans in case of emergencies, including power cuts and equipment failure;
- To organise and facilitate curriculum cooking to students.



Personnel

- To establish and maintain good relationships with all staff, students, visitors, suppliers and contractors;
- To identify the training needs of catering staff and organise appropriate development opportunities;
- To complete appraisals for catering staff, including the setting of appropriate targets;
- To maintain attendance and training records for catering staff;
- To be involved in the recruitment of catering staff when required;
- To deal with any disciplinary issues as required, in accordance with school procedures and policies in conjunction with the HR Officer.

Administrative/Financial

- In discussion with their Line Manager and the senior leadership team (SLT), establish a development plan for the catering service in line with the school's aims and objectives;
- To look into avenues of income generation to fully utilise the school's resources;
- Source suppliers following best value principles;
- To ensure that administrative duties, checks and documentation are completed to the required level of accuracy including returns and reports;
- To prepare information and reports as required by her/his Line Manager, the headteacher and the governing board;
- To manage the catering budget, including the monitoring and review of expenditure and income;
- In agreement with their Line Manager, establish a pricing structure in line with the school's charging policy and any budgetary constraints;
- To ensure that financial procedures and activities are carried out within the catering service in accordance with school requirements;
- To carry out stock-take procedures as required;
- To input and extract information from the school's catering information system as required.

General

- To keep up to date with catering, food hygiene and health and safety developments and regulations, and communicate relevant information to staff;
- To attend relevant meetings and training sessions;
- To undertake first aid training and responsibilities as required.

Safeguarding Children:

- Display a commitment to the protection and safeguarding of children and young people in line with the 'Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings';
- Report to the Headteacher ANY behaviour by colleagues or children which raises concern;
- During your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984;
- You are required to always comply with the school's Health & Safety policy at all times.

Signed on behalf of the school:	
Print Name:	
Date:	

Signed by the employee:	
Print Name:	
Date:	



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Studied to a minimum standard of GCSE or equivalent, in English and Mathematics. • A recognised Catering Qualification 	<ul style="list-style-type: none"> • Catering Management Qualification
Experience	<ul style="list-style-type: none"> • Previous catering management experience. • Proven experience of cooking and catering in a professional capacity, including occasional functions. • Line management of Catering Staff, including Lunchtime Controllers. 	<ul style="list-style-type: none"> • Experience of catering in a school or similar establishment • Involvement in recruiting staff
Knowledge & Skills	<ul style="list-style-type: none"> • Able to communicate effectively with people of all ages and levels. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Understanding of current legislation and requirements included in DfE guidelines for the provision of school meals. • Understanding of the importance of health and safety, food hygiene and environmental health regulations in a catering environment. • Planning, organising and controlling operations to ensure a high-quality catering service, which meets appropriate standards. • Managing and monitoring a budget and providing required reports. 	<ul style="list-style-type: none"> • Dealing with catering suppliers, both for produce and equipment. • Liaising with outside agencies regarding catering legislation and guidance. • Advising education Managers and governors on catering matters. • Promoting the catering service and healthy eating options to its customers. • Working with and managing outside contracts and contractors. • Ability to design and adapt menus to cater for specific individual needs. • Effective ICT skills.
Personal Qualities	<ul style="list-style-type: none"> • Able to form good relationships with students, staff and service users. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Able to lead in collaboration with the establishment's senior leadership. • Efficient and meticulous in organisation. • Desire to enhance and develop skills and knowledge through CPD • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 	



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