

## Catering Manager

### Job Description

**Job Title:** Catering Manager

**Grade:** G7 P27 £29,736 Pro Rata (Actual Salary £28,529 FTE 0.9594) with an additional Recruitment and Retention allowance negotiable depending on experience

**Hours:** 37.5 hours per week (7.00am – 3pm) with 30 minutes lunch (term time + 3 weeks)

**Responsible To:** Headteacher, School Business Manager

**Supervisory Responsibility:** Catering Assistants

### Main Purpose of the Role

- To provide leadership and management of the catering facilities within Elmgrove Primary School so that staff, students and visitors receive an excellent standard of meal quality and service whilst providing value for money
- To liaise closely with the Headteacher relating to advertising, marketing, dining hall operations and liaising with children, staff and parents.
- Model positivity, passion and show a commitment to going above and beyond for the Elmgrove community
- Be committed to teamwork through valuing all team members and being committed to effective communication
- Be responsible and accountable for achieving the highest possible standards in food hygiene and service
- Treat pupils and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position
- Be a reflective and honest practitioner
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Maintain the upkeep of all the school catering documentation on Teams; daily, weekly, monthly or annually
- Line manage catering staff and their performance management

### Strategic Planning

- Work with the Headteacher to create and develop exciting and tasty three-week menu schedules by using student, staff and parent feedback. Ensure that menus are uploaded on the school website and ParentPay together with menu allergen information sheet
- To meet and exceed the standards expected by the 'National Nutritional Standard for School Lunches' statutory guidelines
- To create, manage and implement a full school year calendar relating to theme days, census days and national holidays
- To provide catering for special school events, i.e. winter fair, party in the playground and parents evening
- To develop strategic plans for the continual improvement of food quality and quality of service
- To work closely with the Schools Business Manager to develop short, medium and long term plans to include annual maintenance of catering equipment, canopy and filter deep clean programmes and kitchen deep cleans carried out by Catering staff
- To work closely with the Leadership Team to implement food knowledge and cooking into the curriculum and to have a member of the Catering Team available for 2 hours a week to work into the school timetable

- To be responsible for budgeting, establishing financial targets and ordering all food and non-food items for the kitchen
- To follow all Health and Safety laws and guidelines and work within Food Hygiene Standards. To observe and check the catering assistants are following the standards on a daily basis and report to the Catering Manager.
- To follow all school policies relating to children's welfare and safeguarding including but not limited to - equal opportunities, health and safety, safeguarding, confidentiality and child protection
- Receiving and checking off deliveries and storing accordingly, ensuring deliveries are in accordance with orders
- To assist with special functions at the school including Staff Development Days
- To assist with deep cleaning of the kitchen when required by the Catering Manager
- To maintain a high standard of personal cleanliness in line with statutory regulations
- To attend training or professional development as required by the role
- Ensure that the catering staff attend training or professional development as required by the school
- Regularly review the effectiveness of your skills, refining your approaches where necessary responding to advice and feedback from colleagues
- Perform any reasonable duties as requested by the Headteacher, Premises and Income Manager or Catering Manager within the general scope and purpose of the job
- Assisting in preparation, cooking and creation of theme days.
- Assist in creating and delivering daily information sheets for the catering assistants.
- To hold Daily Team Meetings.

### Equal Opportunities

The post-holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

### Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which commensurate with the job title and grade.

**Signature of Post Holder:** ..... **Date:** .....

**Signature of Headteacher:** ..... **Date:** .....

### Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

## Catering Manager

### Personal Specification

**(Write no more than 2 sides of A4 as a supporting statement; generic CVs not accepted)**

*All elements are essential unless otherwise stated*

#### Qualifications and Experience

- Chef qualification
- Level 3 Food Hygiene qualification
- Experience in managing a catering team
- Experience of menu planning

#### Desirable

- Experience of working in a school kitchen
- Experience of budget control
- Experience of ordering and stock control
- Experience of government healthy schools standards

#### Personal Attribute/Knowledge and Skills

- Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and where applicable, pupils
- Organised and self-motivated, with a proven record for meeting targets and deadlines
- Able to perform well and remain professional whilst under pressure
- Dedicated team-player, who strives for excellence and leads by example
- Organised team leader
- Tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- Displays a smart and professional appearance, representing the school in a positive
- Reliable and stable
- Well-developed problem solving skills
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development
- High level of accuracy and attention to detail
- Self-motivated and able to work alone without direction
- Adaptable and flexible with working patterns when required
- Committed to contributing towards the Priestmead community
- Basic numeric and computer skills (Microsoft Word, Excel and Outlook)
- Practical and constructional
- Reasonable physical fitness
- Understanding of COSHH regulations