



CATERING MANAGER JOB DESCRIPTION

NAME:

Post Held: Catering Manager

Responsible to: Deputy Headteacher and Headteacher

Liases with: Kitchen Assistants, Office Team, Deputy Headteacher and Headteacher

Salary Range: KR4

SUMMARY OF JOB:

Provide an efficient catering service to the whole school community including directing staff as appropriate, organising appropriate menus and maintaining stock levels, ensuring compliance with relevant Food Safety, Allergen, Health & Safety and Hygiene regulations. Management of agreed budgets, including meal payments from parents alongside Office Team and associated tasks.

KEY DUTIES AND RESPONSIBILITIES:

1. Plan meals within nutritional and dietary guidelines School Food Standards, including portion control, ensuring meals are cooked and served in a timely manner following safe food hygiene standards, to provide well balanced meals at designated times providing adequate choice across all required service points. Theme days, promotional activities and Out of Hours Hospitality may be required. Dealing with both positive and negative feedback in a professional manner. Work with school and applicable initiatives e.g. Healthy Eating, children's cookery clubs. Preparing action plans for future development of the catering service
2. Assist with appraisals of their team
3. Putting away of dining room furniture with the team and other duties as required to enable effective service.
4. Direct the day-to-day work of the kitchen team based on a rota system and to deliver structured toolbox talks to ensure the service performs to appropriate high standards.
5. Ensure expenditure is kept within authorised budget limits by completing weekly financial returns, stock sheets, periodic stock taking, any over time sheets for staff, etc. to ensure school policies and procedures are adhered to.
6. Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to the Office team to maintain a safe working environment.
7. Organise and undertake on the job training for new kitchen staff to ensure a high standard of service is maintained and foster team building.
8. Liaise with outside agencies i.e, Environmental Health Officers and suppliers to ensure high standards of food hygiene and quality of supplies are maintained.

9. Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment.
10. A visible role in preparation, cooking, serving of meals and cleaning of kitchen area, as appropriate, in order to provide an effective service.
11. Attend training courses as required and assist in the training of other catering staff as directed
12. Comply with Food Safety, Health and Safety, Fire Regulations and other school and statutory policies

STAFF & OTHERS SUPERVISED BY THE JOB HOLDER:

- Kitchen Assistants

The above job description was agreed on (date).

This job description may be reviewed and/or amended at any time in light of the needs of the school and professional development of staff. Before any changes happen you will be given appropriate opportunities to discuss any proposed amendments. It will be reviewed as part of the annual Appraisal process.

The school and its staff is committed to safeguarding and promoting the well-being of children and young people.

Catering Manager signed	
Date	
Headteacher signed	
Date	