

# ACE Learning



## Job Description and Person Specification

<b>Post</b>	<b>Academy Catering and Hospitality Manager</b>
<b>Date reviewed;</b>	
<b>Employee Signature</b>	
<b>Line Manager Signature</b>	

**Job description:** Academy Catering and Hospitality Manager

**Grade:** KR6

**Line Manager/s:** Trust Business Manager

**Purpose of Role:**

- To provide a safe, caring, supportive and stimulating environment with high quality, healthy meals being delivered that meet the nutritional standards.
- Manage and deliver the catering operation at ACE Learning and act as Line Manager to all the catering staff to ensure that the service and standards provided meet the requirements, objectives and policies of the academy.
- Develop, improve and maintain the catering service.
- Use information and experiences of good practice in other catering establishments both in the public and commercial sector.

**Key Responsibilities:**

- Responsibility for the day-to day management of all functional activities in food production and service to meet the diverse needs of students, staff and guests within the academy including;
  - following catering objectives in the academy's Catering Policy
  - taking responsibility for adhering to National Standards for Food Safety and so ensuring strict food quality controls are in place, such as correct temperatures, food service requirements and health and safety measures. This would mean all correct measures are in place for regular Catering Audits.
  - management and supervision of staff in all catering operations around the academy including hospitality and outside functions.
  - menu planning taking account of seasonal produce.
  - carrying out stock checks and ordering, ensuring that procurement guidelines within the ACE finance manual are followed, and appropriate authorisation and delegation are in place.
  - operating and controlling food production,
  - preparation, cooking and service of foods,
  - all related duties including the supervising and assisting with the preparation and clearing of the dining room which would include setting up tables, benches and trolleys etc.
- Responsibility for the sourcing of all food and commodities required from designated suppliers (from local firms and businesses wherever possible), ensuring that both best value for money and good quality is attained; this would include negotiating contracts and discounts, and inspections of deliveries.
- Take all reasonable precautions and exercise due diligence to avoid commission of breaches of legislation.
- Adhere to the set budgets for food and labour and ensure that efficient and economic use is made of all resources.
- Control all stock movements.
- Ensure that all aspects of food and nutrition in school promote health and well-being of students, staff and visitors to the academy.
- Be aware of current trends and legislation regarding food and food safety, attending training sessions and seminars accordingly. The postholder should also be prepared to react to any future amendments.
- Contribute to the School Food Policy in accordance with nutritional standards and work to the standards within the school's Food Hygiene Policy.
- By working within the policies of the academy and the standards required by statutory Health and Safety and Food Hygiene Regulations. the postholder will ensure the academy's standards of

personal hygiene and health and safety and the cleanliness and hygiene of the catering premises and equipment meet all requirements.

- Ensure the cleanliness of the kitchen and associated areas on the specified out of term time cleaning days.
- Carry out internal audits covering all key activities of the kitchen (details of this are in Catering Policy).
- **Catering premises;** the postholder will ensure the security of the kitchen including the stores; maintain and report all breakdown of equipment and defects or structural repairs, break-ins and accidents, Food Safety hazards and signs of pest infestation immediately, and assist in the completion of all relevant documentation.
- **Staffing:** identify and implement performance targets taking responsibility for the performance of the catering staff and service as a whole. Address competency issues if required and participate in the selection, appointment, training and supervision of catering staff. Manage staff welfare, morale and development; provide induction training to all new employees and on-the-job training as required.
- To assist in any other catering on behalf of the trust when requested by the central team. If outside of contracted hours and requested by the central team, adequate notice of the requirements to work will be given and overtime will be paid. Any other work outside of contracted hours not requested by the academy, would be deemed voluntary.
- Deal with complaints efficiently and quickly.

### **Confidentiality**

It is expected that all ACE employees ensure confidentiality is maintained in line with agreed policies and protocols.

### **Safeguarding**

All ACE employees are expected to comply with Trust policies and procedures relating to safeguarding and undertake annual refresher training.

### **Trust Policies**

It is the expectation of all ACE employees that they familiarise themselves with all academy policies and any updates. These are available on the staff network and academy website.

### **Professional Development**

The postholder will engage in relevant professional development to maintain an up-to-date knowledge of current issues and developments. This may include attendance of training sessions as specified, both during term time and out of term time.

### **Health and Safety**

Health and safety is the responsibility of all employees therefore the postholder is expected to have a good working knowledge of policies and procedures and take effective actions to maintain safe working practices. The postholder will take a lead on Health and Safety in the catering areas across the trust.

This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy. The postholder will also be expected to undertake such other reasonable duties as requested from time to time by their line manager or executive/senior leadership team.

**Person Specification: Academy Catering and Hospitality Manager**

<p><b>Knowledge, Experience and Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Appropriate level of numeracy, literacy and communication skills to perform the duties required of the post.</li> <li>• Previous catering experience is essential (Hospitality &amp; Catering Qualification NVQ3 or C&amp;G 706 1&amp;2 NVQ II or III or equivalent)</li> <li>• CIEH Level 1 Food Hygiene Certificate (minimum) upgrading within 6 months of appointment to CIEH level 2 Food Hygiene Certificate.</li> <li>• CIEH Level 1 Health &amp; Safety Certificate.</li> <li>• Supervising Food Safety Level 3 (minimum)</li> <li>• Hospitality &amp; Catering Qualification HND or higher</li> <li>• A relevant and up to date first aid qualification would be an advantage</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Excellent professional knowledge</li> <li>• Proficiency with budgeting</li> <li>• Relevant management experience with leadership experience within a catering industry &amp; hospitality setting</li> <li>• A commitment to personal and professional development</li> <li>• Experience of supporting staff at all levels to make excellent progress</li> <li>• A commitment to and clear understanding of health and safety</li> <li>• Experience of managing HACCP systems</li> <li>• Experience of managing COSHH would be an advantage</li> <li>• Experience of menu design and food innovation</li> <li>• Experience of food costing and budgetary controls</li> <li>• ICT literacy</li> <li>• Excellent organisational skills, including planning and time management</li> <li>• Flexibility and the ability to work calmly and quickly under pressure</li> <li>• Resourcefulness and the ability to multitask and prioritise</li> <li>• Ability to lead and work as part of a team</li> <li>• Ability to co-ordinate and deliver hospitality and event catering and front of-house</li> <li>• Ability to manage contractors, suppliers and engineers</li> <li>• Knowledge of school catering</li> <li>• Experience of allergen management and control</li> <li>• Experience of nutrition and wellbeing – special diets</li> <li>• Experience of food service refurbishments and design &amp; planning projects</li> </ul>
<p><b>Personal attributes</b></p>	<ul style="list-style-type: none"> <li>• A passion for quality, coupled with integrity, discretion and optimism</li> <li>• Strong interpersonal, written and oral communication skills, with the ability to deal confidently with a wide range of people</li> <li>• Ability to relate well to children and adults</li> <li>• Commitment to the ethos of the academy</li> <li>• Flexibility of approach, adapting to workloads and staffing levels</li> <li>• Flexibility of working hours to meet any urgent needs</li> <li>• Prioritisation of completing priorities</li> <li>• Personal resilience in a busy workplace</li> <li>• Team leader, whilst supporting colleagues; a role model and motivator</li> <li>• Common sense</li> <li>• Approachability, with a sense of humour and proportion</li> <li>• Willingness to proactively keep abreast of food safety and health &amp; safety law</li> </ul>