JOB ROLE: Catering Manager

CONTRACT HOURS: **37 hours per week over 5 days all year round / term time only may be considered for the right applicant**

**SALARY: WWF Band 7 FTE £23,378 - £26,466 (depending on skills and experience)**

**HOLIDAY ENTITLEMENT: 26 days plus bank holidays**

RESPONSIBLE TO: **Corporate Services Manager**

**RESPONSIBLE FOR:** **Catering Team**

### JOB PURPOSE:

To provide am efficient catering service to clients including directing and managing the catering team, organising appropriate menus and maintaining stock levels, ensuring compliance with relevant Health & Safety and hygiene regulations for the secondary campus.

### SPECIFIC DUTIES:

* Plan meals within nutritional and dietary guidelines, 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.
* Direct the day to day work of the kitchen team and provide supervision sessions to ensure the function performs to appropriate high standards.
* Ensure expenditure is kept within authorised budget limits by completing weekly financial returns, stock sheets, periodic stocktaking, timesheets for staff, etc. to ensure KCC’s policies and procedures are adhered to.
* 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 maintain a safe working environment.
* Organise and undertake on the job training for new kitchen staff to ensure a high standard of service is maintained.
* Liaise with outside agencies i.e. Environmental Health Officers and suppliers to ensure high standards of food hygiene and quality of supplies are maintained.
* Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment.
* The cooking, serving of meals and cleaning of kitchen area, as appropriate, in order to provide an effective service.
* To oversee the function and meeting food are ready to serve.
* To help reduce waste within the kitchen.
* Attend training courses as required and assist in the training of other catering staff as directed.
* Comply with Health and Safety, Fire Regulations and other County policies.

### GENERAL RESPONSIBILITIES:

* To support all areas of the catering departments across the Canterbury Academy Trust
* To set a positive example to the learners and other members of staff in terms of professional catering standards and personal behaviour in keeping with The Canterbury Academy Charter.
* To work collaboratively and cooperatively with other members of the wider workforce and the teaching staff.
* To be an ambassador for the organisation.
* To carry out any other reasonable duties not stated above as requested that contribute to the smooth operation of the Campus.
* The appearance and attitude of our catering team is as important as any other member of staff within the campus, catering assistants must abide by the Campus dress rules applying Identity badges must be worn at all times.
* To comply with regular DBS checks and always work to the guidelines and policies for staff employed at The Canterbury Academy Trust.
* To participate in the Appraisal process. To organise and book own appraisals with appraiser.
* The post holder will benefit from the campus’ commitment to Continuous Professional Development.
* The post holder will be expected to engage in professional development as agreed with the appropriate line manager.

### HEALTH & SAFETY RESPONSIBILITIES:

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 maintain a safe working environment.

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

**PERSON SPECIFICATION:**

A good awareness of up to date Health and hygiene requirements

Experience of n=managing and leading a team

Basic food preparation experience

Knowledge or previous experience of using a till and handling cash

Previous experience of working in a catering environment, ideally in a school environment

Reading and writing skills to maintain records

Able to work in an organised and methodical manner, quickly and calmly

Use own initiative

Work effectively and supportively as part of a team

Clean and smart appearance

Willingness to be flexible with regard to working hours

Reliable, honest and enthusiastic

**SAFEGUARDING:**

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.