



**Catering Manager: Kent Range 8 FTE £28,598 - £32,333 (Pro-rata £25,040 - £28,310)**

**Hours of Work** 37 hours per week, Term Time only plus 5 training days. Actual hours worked to be negotiated with the Finance & Business Manager dependent on school needs.

**Job Description**

**Job Purpose**

To provide a high-quality catering service across the school which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards across the school.

**Accountabilities:**

Catering Provision

* Oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards for both the main kitchen and Café 42
* Plan varied and nutritious menus in advance, whilst achieving best valve without compromising quality
* Negotiate best-valve contracts with suppliers to ensure cost effectiveness for the catering service
* Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
* Cater to special dietary requirements and ensure that allergy information is effectively recorded, communicated and labelled
* Cost and cater for school events and external clients using the school facilities
* Maintain and update the school’s point of sale system, including operating of tills and end of day reporting and accounting

Staff Management

* The Catering Manager is responsible for the management, direction and control of all Kitchen and Café 42 staff
* Oversee the supervision and deployment of all the catering staff to ensure the efficient running of the catering provision
* To deal with any staffing problems/issues that may arise
* Carry out performance management duties and ensure all staff in the team have the relevant training and qualifications required
* Assist in the recruitment and selection of catering staff

Health and Safety

* Ensure compliance with school catering standards legislation and the school’s food safety policy, health and safety policy, and allergens policy
* Ensure that the kitchen and Café 42 are kept clean and hygienic
* Ensure that kitchen equipment is used safely and according to operating manuals
* Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
* Arrange for all necessary repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs, following the schools financial procedures
* Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform
* Record all accidents and incidents

Support for the School:

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
* To contribute to overall ethos, work and vision statement of the school.
* To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

**PERSON SPECIFICATION**

A hard working, self-motivated individual with the ability to work both autonomously and within a team. This role requires strong leadership and organisational skills, always providing the best possible service to students and staff alike*.*

**Qualifications and Experience:**

Required;

* Level 3 Qualification in Catering and Food Preparation (or Equivalent)
* Experience of working at a supervisory and/or management level in an industrial kitchen or catering establishment including:
* Menu planning and Costing
* Stock control and recording
* Good I.T skills

Desired;

* Experience of working with young people
* Knowledge of financial, ordering and monitoring procedures

**Ability, Skills and Knowledge:**

* Wide knowledge of culinary production and strong culinary skills
* Knowledge of legislative requirements for:
* Working in industrial cooking
* School catering
* Understanding of the routines and challenges of catering in a school environment
* Ability to multitask and work effectively in a stressful environment
* Strong leadership and teamwork skills
* Strong customer service skills
* Written and numeric skills in order to maintain accurate, timely records and reports

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or Deputy Headteacher.