**Fulston Manor Academies Trust**

**post: Trust Catering Manager**

**Reports to: Trust HR & Business Director**

**Responsible to: Trust HR & Business Director**

**Salary: 37 Hours per week term time plus 5 days**

**(usually training days for both schools in the Trust)**

**FMAT BAND D4 £26,252.78 Pro Rata (£30,118.00 FTE)**

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**Catering Manager**

**Details of the Post:**

To deliver an effective and cost-efficient catering facility for all stakeholders, encompassing menu planning, budgetary control, stock management and ensuring kitchen health and hygiene regulations are met. To deliver and progress the catering provision to deliver modern, healthy and high-quality meals that meet all DfE regulations. To support the aims of the Trust, ensuring that the philosophy of inclusion continues to be the experience of the students. To lead, manage and deploy a team of catering staff to ensure the efficient organisation of the catering provision.

* Oversight of the catering provision at South Avenue Primary School, to include supporting the Assistant Catering Manager in the fulfilment of their role ensuring a high-quality provision for the Primary School.
* To be accountable for leading, managing, evaluating and developing the catering menu to move the schools’ catering facilities forward.
* To be responsible for the day to day catering provision, including co-ordinating and overseeing in and out of school catering events e.g. meetings and evening events.
* To plan, control and direct the production and service of school meals, to develop interesting termly menus, catering for all dietary requirements.
* To manage and deploy all catering staff to ensure the efficient organisation of the catering service, and to deal with any staffing problems/issues that arise in consultation with the Trust HR & Business Director.
* To oversee the preparation, cooking and service arrangements.
* To ensure the catering team and provision adhere to nutritional legislation.
* Make provision as appropriate for special food diets, and order stocks accordingly.
* To maintain authorised food stock levels and complete stock returns by the date required.
* To ensure and oversee cleaning to all catering and eating areas.
* To undertake routine checks of equipment, cleaning materials, stationery and uniform.
* To achieve best value without compromising on quality.
* In conjunction with the Trust HR & Business Director, to manage the whole school catering budget and be accountable for ensuring that the business turnover covers all associated costs commensurate with first class provision.
* To maintain and keep accurate stock records for all provisions, light and heavy equipment.
* To monitor invoices and complete financial reports as required.
* In conjunction with the Trust Facilities Manager, to ensure that the maintenance agreements for all equipment are current and arrange for the necessary checks at renewal.
* To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier and to the finance team.
* To ensure adherence to all procedures related to health & safety and COSHH regulations with regard to food, equipment, materials and general safety.
* To ensure the safe operation of kitchen equipment at all times.
* To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
* To ensure that all kitchen areas are clean and free from hazards.
* To undertake regular risk assessments.
* To ensure that all accidents and incidents are reported, including notifiable diseases.
* To ensure the security of the catering areas at all times.
* To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.
* To be responsible for the regular inspection and maintenance of the first aid box and arrange replenishment as necessary.
* To be accountable for inspections undertaken by LA, Environmental Health Inspector and external verifiers, ensuring meeting the necessary Health, Hygiene & Safety requirements.
* To ensure the safety of all involved in the catering facilities.
* To inform the Trust Facilities Manager of any defects in heavy equipment or of premises not meeting health & safety and/or food hygiene regulation standards.

Other

• Fully engage in the life of the school community, support its vision, ethos and policies and encourage staff and students to follow this example

• Fulfil responsibilities with regards to safeguarding (including reporting concerns to the DSL)

• Model Trust Values

• Agree annual performance targets, with a view to own continuous improvement

* Any other duties as directed by the Trust HR & Business Director which are reasonably required for the fulfilment of the role.

Fulston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All staff will be expected to promote fundamental British values.