

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Catering Manager

REPORTING TO: Director of Business, Estates and Communications (DBEC)

RESPONSIBLE FOR: Catering Assistants and any relief staff in Tunbridge Wells (West Kent) & Hextable (North Kent) kitchens

SALARY RANGE: Kent Scheme KSF Pro rata'd for Term Time only (39 weeks) incl. inset days

EFFECTIVE DATE OF JOB DESCRIPTION: May 2025

1	JOB PURPOSE
	To ensure the catering teams in both North and West Sites operate to the highest standards possible, adhering to all relevant school, local authority and national policies and standards resulting in an efficient and high-quality food service for the school.
2	Manager responsibilities
2.1	<i>Catering standards:</i> Compile and produce menus that meet the Government's nutritional standards. Ensure that all food storage, handling, preparation and service are carried out to the prescribed standards of quality, cost, hygiene and safety.
2.2	<i>Budget controls:</i> Maintain the established financial control systems and operate the catering budget within the set financial targets for food and other areas of expenditure, achieving best value for money at all times. Negotiate best-value contacts with authorised suppliers to ensure cost effectiveness of the catering service. Operate effective stock control to minimise waste regarding food and crockery.
2.3	<i>Compliance:</i> Observe and implement Kent County Council's Food Hygiene Policy to comply with Food Safety Regulations in all aspects of food handling, kitchen cleanliness, COSHH and staff personal hygiene and to follow the school's Health and Safety policy, reporting any concerns. Carry out frequent risk assessments and security checks. Ensure kitchen and catering equipment are used safely and maintained according to the maintenance schedule. Working with DBEC to ensuring repairs are carried out in a timely manner.
3	STAFFING RESPONSIBILITIES
3.1	<i>Staffing responsibilities:</i> assist with the selection, recruitment, induction and training of new and existing catering staff complying with employment legislation and observing the school's personnel and training procedures.
3.2	Monitoring and supervision of the work of the catering staff in meal preparation and related activities, delegating tasks appropriately to staff. Ensuring that they adhere to proper hygiene standards including wearing the correct uniform.
3.3	To maintain good working relationships with all the school's staffing teams, and within the catering team.

4	Catering
4.1	Meals to be prepared and cooked and ensure these are provided on time and served at the correct temperatures. Provide a range of additional and function catering as required, e.g., Christmas events, staff training days.
4.2	To provide a diverse and tailored meals service, allowing for special dietary needs as required. Provide special additional services to complement the day-to-day running of the school as required. To constantly be responsive and open to new ideas and changes for future catering and school developments.
4.3	To continually review, develop and improve systems, processes and services in support of the school's pursuit of excellence in all areas.
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5.1	Support the aims and ethos of the school.
5.2	Set a good example in terms of presentation, punctuality and attendance and behaviour.
5.3	Attend and participate in 'special' school events and student performances.
5.4	Actively uphold the school's behaviour code, school rules and uniform regulations.
4.5	Participate in staff training with commitment to own Continuous Professional Development.
5	OTHER DUTIES AND RESPONSIBILITIES
5.1	Maintain a positive approach to improving personal job skills and performance and ensure necessary qualifications such as food hygiene certificates are up to date.
5.2	Ensure that heavy-duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of the catering department are maintained and operated to the standards required by the statutory, local authority and school health, safety, fire and hygiene regulations and policies. Similarly, to ensure that the staff use safe methods of working and that no unauthorised person cleans/operates certain specified equipment.
5.3	Support the practice of encouraging feedback from the students. Liaise with, and actively support groups related to healthy nutrition and similar initiatives.
5.4	To build positive working relationships with the school's catering suppliers.
5.5	Understand and comply with all the school's policies and procedures, paying particular attention to those relating to child protection and safeguarding, equal opportunities, health, safety, security, confidentiality and data protection.
5.6	Undertake any other reasonable and related duties.

Broomhill Bank School is committed to safeguarding and promoting the welfare of children and young people. Posts are subject to Enhanced Disclosure applications to the Disclosure and Barring Service (DBS), verification of candidates' right to work in the UK and other pre-employment checks as outlined in Keeping Children Safe in Education (2023). Shortlisted candidates will be subject to online searches as part of our recruitment process. We value diversity and promote equality for all.