

# JOB DESCRIPTION

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<b>Post:</b>	<b>Catering Manager</b>
<b>Reporting To:</b>	<b>Facilities Manager</b>
<b>Post Level &amp; Grade:</b>	<b>Kent Scheme Grade F - 37 hours per week / 42 weeks per year</b>
	<b>Monday to Thursday 08:00am - 16:00pm    Friday 08:00am - 15:30pm</b>

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## Role purpose

To support the school vision through creating an exciting, nutritious and highly valued catering provision across the school site. This will be realised through;

- Working with students, staff and leading the catering team to develop a nutritious, well received and high quality catering offer across the school
- To lead an effective catering team to deliver the above across all outlets and at all social times, in addition to supporting external events/lettings
- To constantly evaluate the impact of the current provision against legal standards, value for money and levels of satisfaction by students and staff, adapting where appropriate

## Main Duties:

### Developing and implementing an excellent food and drink offer

- Develop and implement an innovative and exciting menu offer which meets required external standards and the needs/tastes of students and staff
- Ensure the offer delivers a wide range of options across all outlets, including Canteen, Café, Pit Stop and Sixth Avenue
- Ensure the menu offer meets the requirements of our diverse range of students, including culturally relevant items
- Ensure the menu range caters for appropriate allergies/dietary requirements and lifestyle choices, including meeting labelling requirements
- Be responsible for the stock control and ordering of items across all outlets, ensuring best value for money and where possible utilising Northfleet Community Farm produce
- Providing bespoke catering support for additional events including internal hospitality and external events as reasonably requested. Liaise with partners on catering requirements for events
- Work with students on specific 'themed' events and days across the school year
- Ensure strong promotion of the catering offer with students, staff and the wider community
- Running appropriate promotions and competitions to encourage engagement with the service and celebrate diversity across the school

### To co-ordinate an effective catering team

- Line manage the catering team to ensure efficient and high quality delivery of the catering provision across all outlets. Ensuring all staff support our school vision, with a key emphasis on high expectations and enjoy the journey
- Ensure all the catering team adhere to expected standards including health and safety legislation and student safeguarding
- Ensure all appropriate food and hygiene safety standards are met
- Support with the appointment, induction, training and performance management of the catering team
- Work with the facilities manager to arrange cover for absent staff
- Take responsibility for own professional development, reflecting on personal practice adapting as required. Continue to develop repertoire of exciting menu items and recipes
- Liaise with cleaning and duty staff on smooth delivery of the provision

### Evaluating the effectiveness of provision

- Routinely review income, profit/loss and general costs to ensure maximum take up by students/staff against best value for money
- Working with the facilities and finance managers to regularly review how participation and income/profit can be increased, without compromising quality
- Work with students to ensure they have a voice in the catering offer and feel valued in the overall provision – helping them to ‘enjoy the journey’ through food and drink that they look forward to each day
- Maintain all appropriate schedules and reports to ensure compliance with legislation. This will include checking quality of produce, temperatures, storage and servery temperatures and stock rotation
- Work with the facilities manager in the maintenance, repair and general good care of catering equipment. Where appropriate bidding for upgrades/new equipment.
- Constantly check and evaluate the professionalism, cleanliness and attractiveness of all catering areas including the main kitchen and outlets – portraying the school high expectations agenda

### Other duties

- Taking responsibility for attending and participating in open evenings and school events which promote the school
- To undertake any other duties that the Headteacher may reasonably request
- Being aware of the responsibilities for Health and Safety of all within the school.

### Knowledge, skills and personal qualities

Essential	Desirable
Strong drive to ensure a high quality provision provided for all stakeholders	Experience of a delivering a wide range of food styles
Strong understanding of key food safety and hygiene legislation along with a willingness to keep up to date	Experience of small business (catering) management
Significant experience in catering in a similar environment	
Strong organisational and time management skills	
Ability to work under pressure	
Calmness and sense of humour	

## Personal qualities

1. To be a good role model for behaviours and attitudes with a sense of humour and empathy for children
2. To be able to encourage independence of self; consider support and contribution of others both as people, groups, communities and environments
3. Awareness of the responsibilities for safeguarding students in their learning environment
4. An ability to assess how your work contributes to the whole school picture.

## Note

- The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

## Organisation



Signed (Postholder): \_\_\_\_\_

Dated: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Dated: \_\_\_\_\_