

# **JOB DESCRIPTION**

**JOB TITLE:** Catering Manager

**REPORTS TO** Headteacher

## **Purpose of Job:**

Provide an efficient catering service including directing staff as appropriate, organising appropriate menus and maintaining stock levels, ensuring compliance with relevant Health & Safety and hygiene regulations.

## **Outline of Main Duties:**

1. 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.
2. Direct the day-to-day work of the kitchen assistant to ensure appropriate high standards are achieved.
3. To order supplies from nominated suppliers and ensure stock control systems and production planning systems are implemented and effectively managed.
4. To ensure that menu and service information is available and correct for that day's service, and to ensure that portion control is maintained to the required standard.
5. Supervise and participate in meal preparation and cooking for small functions and events i.e. biscuits for open mornings.
6. Ensure accurate completion of all documentation always adhering to school deadlines.
7. Ensure that all employees comply with all legislation including Health and Safety, Food Hygiene and Personal Hygiene.
8. Manage implementation of the school's Health, Safety, Food Safety, Allergen and Environmental policies.
9. Liaise with outside agencies i.e. Environmental Health Officers and suppliers to ensure high standards of food hygiene and quality of supplies are maintained.
10. Ensure the security of the kitchen and storerooms is always maintained to provide a safe working environment.
11. Assist with the cooking, serving of meals and cleaning of kitchen area, as appropriate, to provide an effective service.
12. Attend training courses as required as directed.
13. Comply with Health and Safety, Fire Regulations and other School and County Policies.
14. To ensure correct materials, equipment and methods are always used and equipment is kept clean and in good working order. Report faulty machinery/equipment immediately.
15. To work effectively and be punctual during contracted hours.
16. To carry out any other reasonable duties as directed by the Headteacher.