

**Catering Manager**

Job Description

**Reports to:** Business Manager

**Job Purpose**

To plan for and provide a freshly cooked and nutritious selection of meals to the students and staff of Heath Farm School, ensuring an efficient operation which is compliant with Food Safety regulations.

**Areas of Responsibility**

PRACTICAL

* Supervising the catering operation in designated unit
* Lead the food production in an allocated unit
* Lead in all activities relating to meal production and service, including setting up of dining hall, and cleaning of both kitchen and hall after service
* Ensure the kitchen is compliant with all Food Hygiene and Health and Safety Legislation
* Ensure Kitchen is cleaned in line with Food and Hygiene requirements, including equipment, floors, walls
* Ensure equipment and machinery is maintained in a clean safe order
* Ensure the safe storage of food provisions, including recording deliveries, temperature checks and appropriate stock rotation
* Quality control of food, ensuring quality and presentation at service point
* Support other units or food production in an emergency
* Ensure that catering staff under the post holder’s direct supervision adhere to all policies and procedures, and comply with food safety legislation.

ADMINISTRATION

* Completion of records, meal production information, food wastage, production cost, stock takes, weekly returns information
* Ordering of provisions and materials for production of meals in line with school policy
* Produce menus for circulation to school staff and students and liaise with the School Administration Officer regarding daily orders
* Produce reports for the Senior Leadership Team as required.
* Induction of new employees in conjunction with the CPD Lead
* Attend training courses, and team meetings as required

CREATIVITY

* To promote school, meals and maximise uptake
* Working with appropriate staff, coordinate and promote healthy eating initiatives
* Work with the horticulture department to maximise the use of produce grown on site by students
* Encourage students to try new food, explore taste, work with school staff to enhance pupil meal numbers
* Promote the service via such means as newsletter articles, theme days, parent lunches, parent evenings and tasting sessions
* Develop and promote the service in conjunction with the school

**Person Specification**

|  |  |
| --- | --- |
| **Criteria** | **Standard** |
| **Qualifications** | * Good standard of education, catering experience
* NVQ Level 2 – Food Preparation
* Food and Hygiene Certificate level 2
 |
| **Experience** | * Some experience of working in a similar role would be beneficial
* Experience of producing home cooked food
* Supervisory experience in a catering establishment
 |
| **Knowledge** | * Some knowledge of operational catering, managing a catering unit
* The need to comply with the information provided in your staff handbook distributed to you at your induction
* You must adhere to all Health & Safety policies and procedures and bring to the immediate attention of your line manager any activity/occurrence which may prove a danger to either yourself or others
* Awareness and understanding of current legislation and guidelines relating to nutrition, food and hygiene, health and safety and COSHH
 |
| **Skills** | * The ability to work in an organised manner
* Ability to work under pressure
* Excellent inter – personal skills for working with catering team, school staff, parents
* Have a passion for food, desire to deliver a high-quality lunch time meal for pupils
* The ability to understand direct instruction from your Line Manager or from the Senior Leadership Team
* Flexible approach, willing to take on new ideas to improve the service to the customer
 |
| **Personal style & behaviours** | * Ability to abide by the School’s Code of Conduct
* Develop good relationships with others by behaving with integrity, treating people with respect and leading by example.
* Demonstrates a professional approach which generates credibility and confidence.
* The ability to work independently but also are a good team player when the need arises.
 |

**Essential**

* Ability to be adaptable in a fast-paced extremely environment;
* Commitment to the safeguarding and welfare of all children;
* Flexibility to manage short-notice change calmly
* Excellent team player;
* High expectations of others;
* Resilience;
* Ability to work on own initiative;

**Desirable**

* Experience of working with young people from challenging backgrounds;
* The courage and conviction to make a difference;
* The ability to listen and communicate effectively;
* Sustain energy, optimism and motivation in the face of pressure and setbacks;
* Stay calm in difficult situations and maintain clarity of vision;
* Support the team and be aware of others’ levels of resilience in different situations;
* Evidence of ability to plan strategically.
* Commitment to on-going improvement and learning.