



ST. ANDREW'S CE (VA) JUNIOR SCHOOL



JOB DESCRIPTION

POST TITLE: Catering Manager

GRADE: Scale 4/5 (SCP 7 - 17)

RESPONSIBLE TO: School Business Manager

RESPONSIBLE FOR: Catering staff within area of responsibility

JOB TITLE	GRADE	NO. OF JOBHOLDERS
Kitchen Assistant	Scale 1	2

Range of Decision Making

All decisions required for the day to day management of the catering service within school.

Responsibility for assets:

- To ensure that the kitchen and dining room equipment/contents are secure and take appropriate steps to keep them in a safe and sound condition.
- To be responsible for food stocks and keeping records.
- To be responsible for the cleanliness of the kitchen preparation area and serving trolleys.
- The post holder will have access to confidential information on behalf of the school.
- To observe Food Hygiene Regulations in order to prevent contamination of food and to ensure food is safe to eat.

PURPOSE OF THE JOB

The post holder will be responsible for managing the catering service within St Andrew's Junior School to provide high quality meals for pupils, staff and visitors to the school. The postholder will ensure that the team of kitchen staff are effectively lead and organised to produce and maintain high standards of hygiene, quality and presentation.

- To provide an effective, efficient and financially sustainable catering service;
- Ensure compliance with legislation relating to the school catering service;
- To manage and organise the school kitchen and kitchen staff team to ensure a professional catering service is delivered;
- To produce high quality, nutritious and varied meals, both vegetarian and non-vegetarian for students and staff;
- To plan menus which comply with national food and nutritional standards;
- To maintain high standards of cleaning and hygiene in the school kitchens, adhering to recommendations for school meals and Health and Safety regulations;
- To assist in the development of and subsequent implementation of the Food for Life scheme;
- To institute accounts with a variety of suppliers to ensure the prompt delivery and control of stock and to ensure that the schools receive the best quality and prices;

- To direct and train other staff employed within the kitchen;
- To promote and extend the catering service within the schools;
- To promote the importance of healthy eating throughout the schools and be involved in food education;
- To lead on customer care in the kitchen including investigation of any complaints and concerns that may arise from customers or staff and take appropriate action to prevent re-occurrence of the problem;
- Purchasing, maintenance and servicing of all heavy duty and domestic equipment used within the catering departments.

MAIN DUTIES AND RESPONSIBILITIES

- In consultation with the School Business Manager to produce a nutritionally balanced and healthy set of recipes that can be repeated on a cyclical basis;
- To decide on the number of items to be prepared depending on the anticipated preference of the students;
- To prepare, cook and serve meals (with regulations) – both vegetarian and non-vegetarian;
- To cater for special dietary needs, including allergens;
- To control stock and manage inventories;
- To be innovative and recognise potential development of the service and inform the school accordingly;
- To liaise with the school on general matters relating to catering;
- To manage and train staff within the kitchen and manage the induction of new staff;
- To support the School Business Manager with recruitment of kitchen staff;
- To ensure compliance of all kitchen and house staff with the food hygiene regulations, kitchen cleaning schedules, Health and Safety standards, personal hygiene specifications and the Catering Code of Practice;
- To request repairs to items as necessary and ensure action is taken;
- To have some knowledge of first aid or be aware of the first aid representatives in school and to follow the accident reporting procedure;
- To attend meetings and training as required;
- To be responsible for ordering stock and completion of administration work;
- To undertake risk assessments as necessary and carry out the annual LA health & safety audit for the kitchen;
- To be innovative and promote school meals within the school. Investigate the students' likes and dislikes and make recommendations to change menus accordingly;
- To investigate complaints which may arise directly for the students/staff and take appropriate action to prevent re-occurrence of the problem;
- To participate in the school Performance Management Process;
- To contribute to a working environment which supports equal opportunities and anti-discriminatory practices;
- To ensure the security of the kitchens;
- To ensure that paperwork is completed accurately and in a timely manner;
- To participate in the wider activities of the school where required;
- To adhere to safeguarding policies and procedures and report any concerns to a Designated Safeguarding Lead;
- To undertake any other professional duties as required by the line manager.