



JOB DESCRIPTION

School/College: Gartree High School

Job Title: Catering Manager

Grade: 8

Responsible To: Business Manager

Responsible For: All Catering Staff

Job Purpose:

To develop, manage and maintain a dynamic, high quality and cost effective catering service with emphasis on healthy eating and first class service.

To manage all aspects of the catering service including all the day to day functional activities in food production.

To develop new business opportunities such as function catering and extend the academy's catering provision for extra-curricular activities such as after school or breakfast clubs.

MAIN DUTIES AND RESPONSIBILITIES:

1. Responsible for the provision of high quality, well balanced and nutritional food by planning and providing varied daily menus in line with Gartree High's requirements and nutritional standards, to meet the diverse needs of students, staff and guests within the academy including hospitality requirements.
2. Preparation, cooking and serving duties including hospitality catering and special dietary needs as required.
3. Creating and implementing a School Food Policy in accordance with the National Nutritional Standards for Secondary and Primary Schools. To ensure that all aspects of food and nutrition in school promote health and wellbeing of pupils, staff and visitors to the school. Being aware of current trends and legislation regarding food and food safety. Attending training sessions and seminars accordingly and meet with other Catering Managers to share good practice.
4. Participate in the development review and improvement planning processes to address issues as they arise. Conducting surveys and questionnaires to help increase the uptake and sales.

5. Liaising with the Senior Team, food technology staff and students setting objectives, targets and producing documentation to constantly monitor progress towards the Healthy School Award.
6. Planning, management and implementation of day-to-day kitchen activities including administration duties and cash handling when necessary.
7. Responsible for the management and supervision of staff in all catering operations including outside functions when necessary.
8. Management of staff welfare, morale, development and training. Producing staff rotas and training plans. Conduct annual appraisals, assist with recruitment and address competency issues and implementing disciplinary procedures if required.
9. Provision of induction training to all new employees and on-the-job training as required to all existing employees in line with the specific criteria.
10. Communication of all relevant information to staff.
11. Ensuring Health and Safety of staff, students and general public within the catering operation. Reporting breakdown of equipment and structural repairs, including food safety hazards, break-ins and accidents and the completion of all relevant documentation. Attending regular Health and Safety meetings held by the schools.
12. Ensure the security of the kitchen, including the associated stores and surrounds.
13. To undertake all specified duties in compliance with relevant food and safety legislation and to react to future amendments. To take all reasonable precautions and to exercise all due diligence to avoid breaches of legislation.
14. Attend and ensure the cleanliness of the kitchen and surrounds on the specified out of term time cleaning days.
15. Deal with customer complaints efficiently and quickly adhering to complaints procedures.
16. Undertake regular stock checks. Monitor financial performance and ensure all documentation identifying expenditure and income is completed and returned to the Finance Team in a timely manner.
17. Any other duties commensurate with the grade, as directed by the SLT.

SPECIAL FACTORS:

(Please delete/add where appropriate)

Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.



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PERSON SPECIFICATION

	Essential	Desirable	How assessed
<p><u>Qualifications</u> NVQ 3 or equivalent in relevant subject. NEBSM Basic Food Hygiene Certificate Willingness to undertake training as required. Intermediate Food Hygiene Certificate (training will be provided).</p>	<p>✓ ✓ ✓</p>	<p>✓ ✓</p>	<p>App/Doc</p>
<p><u>Experience</u> School meals or other industrial catering experience.</p>	<p>✓</p>		<p>App/Ref</p>
<p><u>Knowledge</u> Understanding of Hygiene/Health and Safety. At least 2 years' experience in catering management or supervisory role. Large scale catering experience. Awareness of customer care. Experience of planning and developing interesting and nutritional menus. Experience of budgeting a cost effective service and producing reports.</p>	<p>✓ ✓ ✓ ✓ ✓ ✓</p>		
<p><u>Skills/Attributes</u> Able to inspire colleagues to participate in delivering a healthy, successful service. Ability to disseminate information and communicate effectively at all levels.</p>	<p>✓ ✓</p>		

	Essential	Desirable	How assessed
Dexterity.	✓		
Capable of working on own initiative.	✓		
Ability to lead and manage a team.	✓		
Must be able to remain calm under pressure and respond accordingly.	✓		
Must be capable of undertaking responsibility and decision making.	✓		
Ability to use initiative in problem solving and decision making.	✓		
Ability to apply skills to take forward developments of the catering provision.	✓		
Sensitivity to the needs of colleagues and customers.	✓		
Demonstrate an understanding of the provision of a catering service to a wide range of customers including those with multi-cultural requirements.		✓	
<u>General Circumstances</u>			
Willing to attend training/conferences at external venues.	✓		
Available for duties out of normal working hours.		✓	
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓		App/Int
<u>Factors not already covered</u>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)