

Catering Manager Job Description and Personal Specification

Job title:	Catering Manager
Place of work:	The Austen Academy
Hours of work:	37
Salary/Grade:	MAT - £20,319 - £24,000 per annum FTE
Reports to:	Headteacher
Level of screening:	Enhanced

Who we are

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. We call these our '3Ps'.

We achieve this in two ways. First we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

Catch22 MAT are proud to be part of the Catch22 Group.

Where you fit in

As the Catering Manager you will be responsible for overseeing the planning & preparation of meals and the dining hall facilities, food service and the purchase of food.

You will be responsible for line management/supervision of kitchen staff.

Main Duties & Accountabilities

Operational: -

- Undertake skilled cooking activities connected to the full range of menu provision, for example, meal planning portion control, special dietary meals.
- Oversee the preparation of healthy, nutritionally balanced menus that meet the Government's national nutritional standards for school lunches.
- Supervise the preparation of ingredients for meals.
- Organise and supervise food service, to include transportation of any externally purchased meals preparation and clearing away of the dining hall facilities.
- Present nutritious foods in ways that children will find attractive.

Maintenance of hygiene: -

- Ensure that catering practice complies with appropriate Health and Safety and Food Hygiene Legislation to include compliance with temperature regulations with regard to transportation of food.

Administration: -

- Reconcile daily income, arrange banking and carry out related administration and record keeping in accordance with financial procedures.
- Supervise the purchase and storage of food to ensure compliance with statutory requirements.
- Check the school e-mail system daily for messages and use the internet as appropriate.
- Carry out and appropriately document appraisals/performance management reviews for kitchen assistants to include arranging any appropriate training as required.

Resources: -

- Actively promote the school meals service to pupils and parents to increase awareness of healthy eating and the update of healthy school meals.
- Ordering and recording of all ingredients used and stocktaking.
- Create and maintain a purposeful orderly and productive working environment.
- Maintain records as requested.
- Plan menus, follow guidelines on nutrition and healthy eating.
- Ensure availability to staff of equipment and supplies
- Monitor and manage supplied within an agreed budget, cataloguing resources and undertaking audits as required.
- Refill and replace consumables.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Maintain the security of school premises by securing entrances/exits as appropriate and reporting potential security breaches.
- Ensure security of the school kitchen including freezers, stock cupboards etc.
- Ensure lights and other equipment are switched off as appropriate.
- Supervision and direction of other staff including allocation of duties and work rotas.
- Arrange provision of supply staff for the kitchen as necessary and ensure all relevant training has taken place prior to commencement of work.
- Ensure the cleanliness of the kitchen, equipment and surrounds and the dining hall when food is being served.
- Monitor and manage stock and supplies, cataloguing as required and ensure their hygienic storage in accordance with domestic and catering standards.
- Develop contact with the suppliers of food and cleaning materials.
- Maintenance of specialist equipment, check for quality/safety and report other damages/needs.
- Complete the weekly catering returns, timesheets and other necessary records.
- Direct other staff in cooking activities.
- Organise cooking routines to comply with specific standards.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Train new staff in Health, Safety and food hygiene issues as appropriate.
- Comply with new recipe costings and ensure menu adherence.
- Ensure effective portion control and minimise wastage.
- Comply with current food safety legislation.

General: -

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security and confidentiality. Report all concerns to an appropriate person.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals and colleagues.
- Attend relevant meetings.
- Participate in training and other learning activities and performance development as required.
- Comply with health and safety policies and procedures at all times.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image contributing to a welcoming school environment which supports equal opportunities.

What does good look like for this role?

Students have access to healthy hot and cold meal options at lunch time. You will be aware of individual student's food allergies and anxieties and plan accordingly. A varied menu will encourage students to try new foods from a range of world cuisines. The menu will be linked to the Academy's cultural calendar and support the curriculum. You will link closely with FE providers to provide work experience opportunities for Year 12 & 13 students and also support Austen Academy student transition.

Organisational Relationships

Liaise with Headteacher or another designated supervisor.

External Suppliers

Catering Managers from our other Academy's

Catch22 HR People Partner

Catch22 MAT Finance Business Partner

Job Title: Person Specification			
COMPETENCY	ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS	Relevant Industry related qualification at Level 4 Recognised qualification in Food and Hygiene		
KNOWLEDGE	Components of a healthy diet. Common food allergies. How to adapt recipes to meet the needs of Vegan, Plant based, vegetarian and food sensitive diets. Manual handling,	Safe use of machinery and/or equipment, COSHH, First Aid and Hygiene Practice Food sensitivities that Autistic children may have.	
EXPERIENCE	Experience of managing a commercial kitchen	Working in a school environment	
SKILLS & ABILITIES	Good organisation and communication skills Approachable and nurturing.		
OTHER	Share Catch22 values Awareness of and commitment to Equality & Diversity Desire to develop and undertake training as required		