



Job Description Catering Manager

Post Title	Catering Manager
Working Time	Full Time, 35 hours per week, Term Time Only including 5 INSET days: plus 35 additional hours during the school holiday period.
Salary/Grade	Grade 5: (Points 17-24)
Hours of Work	07.00 am to 02.30 pm (includes 30 minute unpaid lunch break)
Line Manager	Facilities Manager
DBS Disclosure Level	Enhanced with Children's Barred Checklist

Main Purpose

- The Catering Manager will have direct leadership of the school Chef and Catering Team in order to provide first class catering support to all activities at the school to include all internal and external functions.
- To manage the delivery of the Catering Service across the school to include production planning, menu development, cooking, staffing, line managing staff and supporting their development.
- Deliver healthy, high quality meals that meet Nutritional Standards, whilst maintaining exceptional compliance and Health & Safety standards.

General Responsibility

All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to school policies and procedures or other documentation available to all staff.

Core Responsibilities and Tasks

Catering

1. To develop and manage the in-house Catering service.
2. To carry out the service of meals for, and to students, staff and guests.
3. Planning menus introducing new meals and make provision as appropriate for special dietary requirements encouraging access and uptake of the service wherever possible and required by all stakeholders.
4. Promote environment improving initiatives as appropriate within the school and help to create a high-quality dining experience which is relaxing and enjoyable.
5. To ensure the implementation and application of effective monitoring systems to ensure that all associated legislation is complied with to include Department for Education National Food Standards.
6. To ensure the effective advance preparation of a fully costed seasonal 3-week menu cycle, following national standards, ensuring adherence to standard recipes, batch cooking, food presentation, portion control and Allergen and dietary requirements.
7. Ensure organisation and supervision of a quality food service, including procurement of food and non food stock within budgetary constraints.
8. To monitor the service levels of the meal provision, working in consultation with the Catering Team, students, parents and staff to strive for continuous improvement.
9. Arrange menu testing and consultation with students and staff of new recipes, reviewing feedback



and adjustments as required.

10. Develop and implement strategies to increase sales by fresh food innovation.
11. To review with senior staff methods for generating income related to the Catering service.
12. Minimise wastage, monitor menu choices and take up with subsequent revision of menus as required.
13. Develop and implement a costed hospitality menu.
14. Manage the provision of hospitality for school events.
15. Respond to customer compliments and queries.

Financial Management

16. To ensure that all food preparation and service are established at a high standard and are achieved in accordance with the school budget.
17. To work in conjunction with the Facilities Manager and Finance Team for accurate cost control of catering revenue and expenditure.
18. To manage the catering budget ensuring consistent best value through effective purchasing via suppliers.
19. To effectively monitor the Catering Budget and produce financial reports to include trading account information.
20. Maintain budgetary records and ensure appropriate controls are in place that adhere to the school's and local authority financial regulations.
21. To collaborate with Curriculum Leaders to achieve best value and efficiency for products/provisions required for the delivery of the curriculum for example Food Technology.
22. Be involved in all catering aspects of the schools income generation to include internal and external events.
23. To liaise with Cunninghams/Parent Pay (for menus) and as necessary the Finance Team and Information Services staff to ensure the efficient operation of the cashless system in use in the dining rooms.
24. To utilise IT systems to include MIS, Cunninghams, Every, Parent Pay, MS Office to undertake the requirements of the catering delivery service.

Stock Control

25. To ensure stocks of food are ordered, deliveries checked and inspected for quantity, temperature and condition and ensure stock rotation.
26. Manage food stocks to prevent shortages and excess supply whilst adhering to the catering budget
27. Maintain records of food wastage.
28. Complete stock takes at each month end.
29. To review suppliers ensuring quality of provision and best value pricing.

Health & Safety, Compliance

30. To ensure the Catering Department meets compliance with legislative requirements and school policies and procedures, i.e. Health and Safety, Food Hygiene, Allergen information, and School Food Plan "Food Standards"
31. To be responsible for your own and working colleagues for a high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulations 1995 the Health and Safety at Work Act 1974 and the policies of St Julie's Catholic High School.
32. To ensure that all kitchen, catering and dining areas are free from hazards, cleaned thoroughly maintaining hygiene standards at all times.
33. Undertaking routine checks of equipment, as required and manage the compliance of the Catering Department.



34. Conduct Food Safety and Health & Safety Risk Assessments and ensure that all standards and procedures with regard to Hygiene and Safety are established and maintained.
35. To monitor Health & Safety, COSHH, EVH (HACCP - Hazard Analysis and Critical Control Point, Legal Audit, training).
36. To always ensure the safe operation of equipment according to operating manuals, and ensuring operating instructions are followed by all staff.
37. To arrange for all equipment checks including Portable Appliance Testing to be carried out as per schedules and ensure records of these checks are maintained and recorded via Every Software.
38. To make arrangements for fault reporting, removing faulty equipment and making immediate arrangements for repairs to ensure the safe running of the catering service and advising the Facilities Manager.
39. Make recommendations for renewal and replacement of equipment when required.
40. To implement systems to facilitate maintenance of required records related to hygiene, cleaning, equipment repairs and checks etc ensuring storage of such records comply with document retention schedules.
41. Ensure self and staff are adhering to hygiene procedures including wearing of correct uniform and PPE at all times.
42. Record all accidents and incidents and advise the Facilities Manager.
43. Reporting of unsafe practices or methods of work or breaches of Health & Safety rules to the Facilities Manager.

Line Management

44. To work closely with the Chef and Catering Assistants in all aspects of preparation, cooking and serving of food ensuring safe working practices are maintained.
45. Supervise the team of catering staff to ensure the efficient organisation of the catering service, dealing effectively and efficiently with any day-to-day staffing problems/issues that may arise deploying catering staff to meet the requirements of the catering service.
46. To liaise with staffing agencies for engagement of cover when required and ensure all safer recruitment documentation is available to the school.
47. To cover for colleagues' work when directed or through your own initiative where appropriate.
48. To prepare and manage the staff duty rota, delegate tasks appropriately to staff, and ensure the smooth running of the team.
49. To be responsible for the induction, appraisal and development of catering staff to develop a flexible, versatile, knowledgeable team.
50. To assist the Facilities Manager in the recruitment and appointment of catering staff.
51. To develop the performance of catering staff as a team and individually, through the schools performance management system.
52. Maintain all staff training records.
53. To represent catering staff at management meetings.

Further Responsibility

54. To adhere to St Julie's Catholic High School financial procedures
55. To maintain confidentiality of information obtained at work.
56. To work to the specified standards for good customer care.
57. To respond to emergency situations in the absence of the Facilities Manager and Headteacher.
58. To prepare reports for the Headteacher and Governing Body on all matters related to Catering.
59. To promote healthy eating in line with the expected Food Standards and Allergen information requirements.
60. To ensure that any issues relating to Catering services are relayed to the Facilities Manager and



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Headteacher as necessary.

61. Completing administration duties as required of the post.

62. To attend Open Evenings and Events working reasonable additional hours when necessary, by prior agreement, unless in the event of an emergency.

Quality Assurance

1. To help implement the school procedures and Best Value principles.
2. To maintain appropriate records as required by the Business Manager.
3. To implement, modify and improve systems related to catering.
4. To organise, implement, record and evaluate training within Catering.

Management Information

1. To attend meetings and training as directed by the Business Manager and Headteacher.
2. To assist the Business Manager in monitoring staff absence and punctuality.
3. To work with the Business Manager to prepare reports for the Headteacher and Governing Body related to Catering budgets.
4. To manage effectively and efficiently the resources deployed for Catering, abiding by guidelines and procedures.

Knowledge, skills, experience

1. Experience of delivery of Catering Service.
2. Level 3 Food Safety Qualified.
3. First Aid Qualified or working towards Certification.

Professional Development

1. To evaluate and review own practice within the school performance management system for support staff.
2. To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed (post holder):	Signed (Headteacher):
Date:	Date:

'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, volunteers and visitors to share this commitment'

While every effort has been made to explain the main duties and responsibility of the post, each individual tasks may not be identified.



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Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level or grade that is not specified in the Job Description.

Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors.

Employees are expected to have a consistently clean, tidy and orderly appearance.

Employees are expected to possess a reasonable level of fitness suitable for the work required.

The school will endeavour to make every reasonable adjustment to the job and the working environment to enable access to employment appointments for disabled job applicants and continued employment for any employee who develops a disabling condition.