



Manor Court Community Primary School

JOB DESCRIPTION

Job Title:	Catering Manager
Reports To:	Headteacher and Assistant School Business Manager
Grade:	12, Scale. Points 12-19

Main Purpose

- To operate and further develop the catering services at the school to the set standards.
- To meet or exceed budget targets, making efficient and economic use of resources.
- To ensure that the school's reputation for the highest quality food and services is established and maintained.
- To ensure that the school maintains a Food Hygiene Rating of 5
- To ensure that all catering operations are conducted according to SCC and School catering and other Policies.
- To administer catering controls, keep adequate records and ensure proper returns are rendered.
- To recruit, induct, train and develop staff to deliver a quality led service in a customer focused manner.

Main Responsibilities and Duties:

- Responsible for the management of all catering team personnel, their training, motivation and performance.
- Responsible for the preparation, cooking and presentation of meals through direct involvement and delegation of tasks in order to ensure that the standards and costings defined by the school are achieved.
- Ensure that the cleaning is of the highest standard at all times and passes the regular cleaning/Health and Safety audits
- Responsible for the purchase of all consumables, non-consumables and light equipment within the limits of the budget liaising with the school Finance Officer re ordering and invoicing.
- To maintain an inventory of all equipment held at each school.
- Responsible for the security of consumable and non-consumable stocks in line with the school policies.
- Responsible for the catering service's premises and equipment, notifying the (Line Manager) of the need for any planned or unplanned maintenance in line with

the School Health, Safety and Hygiene Policy. Responsible for ensuring the upkeep of a maintenance log.

- Responsible for the provision of meals and refreshments to the children, staff, meetings and events, as required.
- Responsible for seeking, securing and maintaining opportunities to provide a delivered meal service to primary schools or other settings within the locality.
- To plan, organise and control the catering team's operations to ensure food quality, presentation and service adhere to industry best practice and meet the appropriate standards.
- To plan menus which meet the requirements of the customer base taking into account the statutory Nutritional Standards and School Nutrition Policy. To present draft menus to the client or customer representative for their approval.
- To anticipate theme/special days and cater accordingly to enhance the school provision.
- To recommend and implement cost reductions and service improvements in liaison with the school and its customers.
- To contribute directly to food preparation and service tasks.
- To assist in the preparation of the annual budget.
- To achieve and maintain budgeted sales and costs, as agreed with the school.
- To produce and present a Monthly Trading Account, including cost/sales analysis.
- To ensure merchandising procedures and mechanisms are applied to sustain interest in the catering service's food offer.
- To ensure that heavy and light kitchen equipment, work areas, facilities and general surroundings remain in a safe and efficient working order and are operated to the standards required by the Statutory, Local Authority and School Health, Safety and Hygiene regulations and policies. To ensure that all employees use safe methods of operation and no unauthorised person cleans/operates certain specified equipment.
- To develop and maintain good working relationships with the school and its customers through personal contact, including representing the catering team at any catering or other meeting required by the School.
- To develop and maintain a HACCP system to cover all aspects of the catering operation.
- To purchase all food and non-food supplies. To carry out and document all necessary quality and safety checks, as required by the School purchasing policy and HACCP procedures.
- To ensure correct and efficient food storage to minimise unnecessary wastage and deterioration of foodstuffs.
- To promote good relationships with the catering team's employees with the aim of minimising labour turnover.
- To work in line with the School's Human Resource and Training Policies, particularly in respect of selection, engagement, induction, training, pay and conditions of employment and termination.
- To ensure all operations conform to relevant policies and regulations. To maintain adequate documentation to demonstrate compliance and corrective actions taken in the event of non-compliance.

- To carry out all administrative and financial activities so as to present the School with accurate catering service information on a regular basis.
- Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself.
- To undertake any other duties commensurate with the role.

Facts and Figures:

- Supervision of (No.) part time members of staff i.e. (No.) catering assistants, (No.) senior catering assistant

SUPPORTING PROCESSES

Problem Solving and Creativity:

- Works within the recommended guidelines of the SCC Catering Policy but has some discretion in the management of the guidelines.
- Creativity and innovation required in menu design.

Decision Making:

- Within the budget available and guidelines on nutritional content has the discretion to determine choice of menu. Deals with routine enquires from staff, students, visitors, and refers more complex enquires affecting service or arrangements to the (Line Manager).

Physical Effort and Working Conditions:

- Works in a busy kitchen environment involving lifting, moving and carrying catering equipment.

Contacts and Relationships:

- Regular contact with customers i.e. pupils, staff and visitors to the school, a major purpose of contact being to maximise service take-up.
- Contact with School Finance/Admin teams to pass and receive information.
- Contact with suppliers.

Additional Information: Anything else which is relevant to the job which is not adequately covered elsewhere.

Occasional Duties

- To attend meetings and training courses as required by the school, including weekly meeting with (Line Manager).
- To assist with any special tasks or projects considered necessary to the development of the catering service.
- To organise directly, or participate in, special functions as required by the school.
- To be available, when required, during school holidays, by prior arrangement, to cover the preparation and production of additional meals

Knowledge, Skills and Experience:

- Intermediate Food Hygiene certification.

- City & Guilds 7061/2 or other food preparation qualification.
- Experience of managing a high-volume food production outlet.
- Team Leadership skills.
- Trainer experience.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:	
Job Holder:	Date:
Line Manager	Date: