



JOB DESCRIPTION & PERSON SPECIFICATION

Role: Catering Manager

Scale: 5

Responsible to: Services Manager

JOB DESCRIPTION

Main Purpose of the Job:

1. To manage all aspects of the school's catering service.
2. To have responsibility for the maintenance of hygiene and health and safety in the kitchen.
3. To line manage all catering staff.

Main Responsibilities of the Job:

1. To manage the catering service required by the school on a daily basis.
2. To prepare weekly menus that comply with school food nutritional standards.
3. To ensure that the canteen operates within the budget set by the headteacher, and obtains best value for money.
4. To ensure that staff are deployed appropriately, and to line manage other catering staff.
5. To be responsible for the cooking and preparation of food, with assistance from other staff.
6. To be responsible for cleaning of all catering areas on a daily basis to standards laid down by Health and Safety guidelines.
7. To be responsible for all administrative work connected to catering, including placing orders, stock control, legislative and environmental documentation, and compiling any necessary rotas to ensure the smooth running of the kitchen.
8. To operate the cashless catering system on a daily basis.
9. To assist in any recruitment processes associated with catering.
10. To induct new staff, and ensure that all staff are trained and developed regularly according to need.
11. To plan and arrange any other catering needs (hospitality) required by the school.
12. To undertake any other duties as required for effective operation of the Service.

PERSON SPECIFICATION

	Essential	Desirable	How assessed
<u>Qualifications</u>			
Basic qualifications in English & Mathematics	✓		App/Int/Doc
Basic Food Hygiene certificate	✓		
NVQ Level 3 certificate (or equivalent) in Hospitality and Catering	✓		
<u>Experience</u>			
Working in a kitchen/catering environment	✓		App/Int/Ref
Operating a cashless sales system		✓	
Working with children/young people		✓	
<u>Knowledge</u>			
Basic knowledge of food preparation	✓		App/Int/Ref
Understanding of Hygiene/Health and Safety	✓		
<u>Skills/Attributes</u>			
Ability to follow and understand instruction and relevant procedures	✓		
An empathy with and understanding of children	✓		App/Int/Ref
Capable of working on own initiative	✓		
Ability to work as a team member	✓		
Good communication skills	✓		
<u>General Circumstances</u>			
Attendance - evidence of regular attendance at work	✓		App/Ref
An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓		App/Int

App Application form and letter
 Ref References

Doc Documentation
 Int Interview