

Role Profile: Catering Manager Grade E	
Job Purpose	To provide a lunchtime meal service to school pupils and staff within financial and operational guidelines and ensure a high standard of kitchen hygiene and nutritional value is maintained whilst supervising Assistant Cooks and Kitchen Assistants.
Decision Making	<ul style="list-style-type: none"> The job involves working within recognised procedures, which leave some room for initiative. The work may involve responding independently to unexpected problems and situations. The post holder generally has access to a supervisor or manager for advice and guidance on unusual or difficult problems.
Accountabilities	<p>Accountabilities</p> <p>Provide a lunchtime meal service to school pupils and staff which complies with current recognised standards and food safety legislation.</p> <ul style="list-style-type: none"> To order raw materials and supplies through agreed suppliers, check deliveries and ensure all raw and cooked food is stored correctly. To be responsible for monitoring of menus to ensure food waste is minimised, uptake is at agreed levels and ordering if effective. To implement trust promotions/theme days, as required. To ensure that all catering activities are carried out in line with the pre-agreed school budget and any associated paperwork is kept up to date To work with the Catering Manager on menu production, as required, and to adjust the menu to eliminate unpopular or costly items, in consultation with the Catering Manager. To be responsible for stock control and rotation Participate in training of staff in basic kitchen and catering skills and ensure their training is upskilled to ensure cover is available in case of staff sickness. To undertake supervision of a small team of kitchen assistants, their rotas and working hours; recruit staff in conjunction with the Catering Manager; undertake induction and annual appraisal of staff; carry out performance management and assessment of employees. Monitor customer feedback and report outcomes To be responsible for the co-ordinating the repair, maintenance and cleaning of equipment and for the calibration of temperature sensing equipment Undertake other duties appropriate to the grading of the post
Demands	<p>The post holder will be required periodically to use physical effort to lift food, stocks and supplies and kitchen equipment.</p> <p>There will be considerable levels of work related pressure arising from the deadlines generated by delivering the service on time and conflicting demands from staff and students.</p> <p>The post holder will be required to concentrate when determining allocation of work for rotas.</p>
Working Conditions	Kitchen environment with considerable exposure to temperature variations and high noise levels. The post holder will be required to wear protective clothing in the form of non-slip footwear, apron and thermally insulated gloves when handling hot trays.

Experience, Knowledge and Qualifications	Essential: <ul style="list-style-type: none"> • Supervisory or Management qualification or equivalent relevant experience • Advanced Food Hygiene certificate • Knowledge of all legislation in relation to Health and Safety, the Food Safety Act, School Catering Nutritional Standards and any other related legislation
Skills and Technical Competencies	<ul style="list-style-type: none"> • Post holder will be required to plan catering staff rotas up to several weeks ahead and to solve varied problems relating to staffing and catering issues • Interpersonal and communication skills required to liaise with other school staff, pupils, suppliers etc. The post holder will be required to motivate the Assistant Cooks and Kitchen Assistants • Considerable precision when using kitchen tools and equipment is required for the preparation and delivery of food
Corporate Standards	<p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of Horizon Multi Academy Trust's constitution and its policies and procedures.</p> <p>Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p>