



Catering Manager

High quality catering service, strong leadership, financial integrity

Main Purpose of the Role

To support the school vision through creating an exciting, nutritious and highly valued catering provision across the school site. This will be realised through:

- Working with students, staff and leading the catering team to develop a nutritious, well received and high-quality catering offer across the school.
- Leading an effective catering team to deliver the above across all outlets and at all required times, in addition to supporting after school and external events.
- To constantly evaluate the impact of the current provision against legal standards, value for money and levels of satisfaction by students and staff, adapting where appropriate.

Key responsibilities as a Catering Manager

Delivery of a high-quality catering service

- Develop and implement an innovative and exciting food offer which meets both the required legislative standards and the needs/tastes of students and staff.
- Ensure the food offer delivers a wide range of options across all outlets and meets the requirements of our diverse range of students, including culturally relevant items.
- Ensure the menu range caters for appropriate allergies/dietary requirements and lifestyle choices, including meeting labelling requirements.
- Provide bespoke catering services for additional occasions including internal hospitality, 'themed' days and external events, liaising with partners on catering requirements where required.

Leading an effective and financially viable service

- Lead and manage an effective and efficient catering team, sharing knowledge and broadening skills whilst ensuring adherence to expected standards, health and safety legislation, food hygiene requirements and student safeguarding.
- Ensure compliance with all school HR processes and procedures and provide excellent line management to the catering team.
- Proactively manage the financial viability of the catering service through the continual review of income, sales, product profitability and costs.
- Review how participation and income/profit can be increased, without compromising the quality of the service and working with students to ensure they have a voice in the catering offer and feel valued in the overall provision.

Compliance with legislation and standards

- Maintain all appropriate schedules and reports to ensure compliance with legislation. This will include checking quality of produce, temperatures, storage and serving temperatures and stock rotation.
- Work with the Premises Manager in the maintenance, repair and general good care of catering equipment.
- Constantly check and evaluate the professionalism, cleanliness and attractiveness of all catering areas including the main kitchen and outlets to ensure high expectations are maintained.

Support for the School

- To contribute to the overall ethos and aims of the Academy.
- To attend meetings and training exercises as directed by your Line Manager.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and to be aware of and to respond appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.

This job description is not a comprehensive definition of the post. The list above is neither exhaustive nor prescriptive and duties may vary within this framework to ensure that the post holder's strengths and experience are used most effectively and to ensure that the academy is able to respond to changes in local and/or national priorities as necessary.

Person Specification

Assessed by Application (A), Interview (I), Task (T) & Reference (R)

Area		Essential	Desirable	Assessment
Qualifications	- GCSE English and Maths at Grade C or 4, or above. - Level 2 Food Safety/ Hygiene Qualification or equivalent	✓		A
Qualifications	- Level 3 Food Safety Qualification - Health & Safety/ COSHH qualification or relevant training		✓	A
Experience	- Relevant catering experience, preferably in a school, education or other high-volume catering environment. - Experience of managing or supervising catering staff. - Experience of managing a catering budget effectively and managing costs to ensure profitability.	✓		A, I, T, R
Experience	Previous Experience of working as a Catering Manager in a secondary school or similar setting.		✓	A, I, T, R
Skills & Knowledge	- Strong leadership and team management skills - Knowledge of food safety and hygiene legislation - Knowledge of food allergen legislation and procedures	✓		A, I, T, R
Skills & Knowledge	Ability to use Microsoft Office or similar for budgets and reporting.		✓	A, I
Personal Skills & Attributes	- Honesty. - Excellent interpersonal and communication skills. - Ability to develop relationships across all aspects of the school community. - Good record of attendance and punctuality. - Ability to work as part of a team. - Adaptability. - Positive attitude to personal development.	✓		A, I, T, R
Personal Skills & Attributes	- Flexible approach to working hours and ability to cover for absences. - Willingness to develop new skills - Ability to work with autonomy within set boundaries and solve problems on a day-to-day basis.		✓	A, I, T, R