

JOB DESCRIPTION

Job Title	Catering Manager
Reports to	Business Manager
Responsible for	Tendring Technology College catering staff
Liaison with	School office staff, Schools Specialist Support, Suppliers
Job Purpose	<ul style="list-style-type: none"> Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the Business Manager. Maintenance of the highest standards of personnel management, hygiene and health and safety.
Duties	<p>CATERING</p> <ul style="list-style-type: none"> To be responsible for the preparation and presentation of all food to the required statutory regulations and College standards. To ensure that methods of preparation and presentation comply with current recognised catering standard and food safety legislation. To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly. To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines. To ensure all staff adhere to the portion standard yields as stated within the recipe specification and required by the College To be responsible for the monitoring of menu planning and ordering. To ensure the prompt service of all meals, breaks and functions provided, as required by the Business Manager. To implement local promotions/theme days, as required. To ensure that all catering activities are carried out in line with the pre-agreed College budget. To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately. To plan, implement and review a cycle of nutritionally balanced menus to be revised at regular intervals. To adjust the menu to eliminate unpopular or costly items. To purchase all supplies through agreed suppliers and advise the Business Manager of any unsolved difficulties with suppliers. To ensure the necessary servicing and maintenance of the catering equipment in the kitchens happens in a timely manner.

	<ul style="list-style-type: none"> • To be responsible for stock control and rotation of stock. • To occasionally organise special functions, which may be outside of normal working hours. <p>COMMUNICATIONS</p> <ul style="list-style-type: none"> • To maintain regular contact with the Business Manager. • To actively monitor satisfaction with food provided on a weekly basis. • To hold regular team meetings/briefings with all catering staff and liaise with the Business Manager, as required. • To be responsible for the immediate reporting of staff absences to the HR Department. <p>TEAM LEADERSHIP</p> <ul style="list-style-type: none"> • To assist with the recruitment and induction of all new members of the catering staff. • To assist with the monitoring of staff performance, providing training and development as necessary. • To be involved in the discipline of staff in accordance with College procedure, as required. <p>HEALTH AND SAFETY</p> <ul style="list-style-type: none"> • To report all accidents and unfit foods. • To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned. • To ensure that the cleaning schedule is complied with and carry out cleaning as required. <p>OTHER</p> <ul style="list-style-type: none"> • To take all necessary steps to ensure maximum security of kitchen supplies, equipment and monies. • To undertake the appropriate promotion and marketing of the catering service. • To identify and recommend improvements and cost savings to the benefit of the College. • To oversee the collection and recording of cash. • To regularly reconcile Petty Cash expenditure to receipts and liaise with the Finance Department. • The above duties are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace • To ensure that all duties and services provided are in

	<p>accordance with the College's Equal Opportunities Policy</p> <ul style="list-style-type: none"> • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
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Other Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

	Detail	Examples
Qualifications and Experience	Specific qualifications and experience	Relevant qualifications to NVQ Level 3 or City & Guilds 706/1 706/2. Ensure the operational efficiency, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the Business Manager. Completion of DCSF Induction programme
	Knowledge of relevant policies and procedures	Extensive knowledge of personnel management, hygiene and health and safety. A good working knowledge of COSHH Knowledge of First Aid General understanding of the operation of a school/college Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and College regulations
	Literacy	Reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use kitchen and cleaning equipment
Communication	Written	Ability to write menus and reports
	Verbal	Listening Skills Ability to exchange verbal information clearly with children and adults
	Languages	Use initiative to overcome communication barriers with

		children and adults
	Negotiating	Ability to consult effectively with children and adults
Working with children	Behaviour Management	Understand and implement the College's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the College
	Child Development	Basic understanding of the way in which children develop
	Health and Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with Staff	Understand the role of others working in the College
	Relationships	Ability to build open and honest relationships
	Team work	Work effectively as part of a team Ability to work independently Know when and how to seek support Know when and how to hand over control Knowledge of own position within a team environment and the boundaries which apply
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Excellent organisational skills
	Line Management	Ability to manage and support the work of others
	Time Management	Ability to manage own time

		effectively
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Demonstrate a commitment to equality
	Health and Safety	Good understanding of Health and Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role whilst also developing the CPD of the rest of the catering team