

## Food Services Manager

### Aureus School - Job Description

<b>Job Title:</b>	Food Services Manager	<b>Job Reference:</b>	AU2017CM
<b>Location:</b>	Aureus School, Didcot	<b>Travel required:</b>	N
<b>Core purpose:</b>			
<ul style="list-style-type: none"> <li>To be responsible to the Headteacher and School Business Leader for the effective and efficient management of the school food service and team to enhance the learning environment, and development opportunities for staff and students. By doing so, contribute towards the Governing Body's objectives of a holistic approach to community development, ensuring that the food agenda is as important and integral part of the school curriculum and achieving good value for money.</li> <li>To carry out service and team management duties, as required, these will include the undertaking of the provision of the school's food, function catering for the school's events and supporting the learning of the students with respect to food preparation and nutrition.</li> </ul>			
<b>Key Accountabilities</b>			
<b>Main Duties:</b>			
<ul style="list-style-type: none"> <li>To have overall responsibility for the provision of the catering services each day to meet the school's requirements</li> <li>To assist in developing catering policies and procedures that will enable the School to meet its development plan objectives</li> <li>To work within set budget and ensure all records/paperwork for catering services are completed according to laid down standards.</li> <li>To be responsible and accountable for all food items provided as part of the food service.</li> <li>To ensure that all ordering is in accordance with the designated product /suppliers lists, taking into account known preferences, seasonal demands and cost.</li> <li>To ensure all food items and other commodities are stored correctly</li> <li>To have overall responsibility for the standard of preparation, cooking and service of food, and general cleanliness of the catering areas.</li> <li>To ensure appropriate customer services for the range of users and that correct portion control is adhered to.</li> <li>To ensure all customers are treated in a courteous and caring manner.</li> <li>To participate in the recruitment and selection of staff in conjunction with headteacher or his/her representative.</li> <li>To plan and implement work rotas in the unit and to supervise staff and delegate tasks appropriately.</li> <li>To carry out follow-on inductions of new catering staff.</li> <li>To conduct and lead the performance management procedures for the catering team and to work collaboratively to develop the team.</li> <li>To identify any training needs in liaison with the manager and designated officers and carry out on the job training to specified standards.</li> <li>To ensure professional standards of conduct for services and customer care are maintained, and to carry out appropriate action to eliminate deviation.</li> </ul>			

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- To ensure that Health and Safety at Work Act, the Food Safety Act, and all relevant legislation's are adhered to.
- To ensure equipment is maintained and defects reported.
- To attend relevant training and meetings as required.
- To maintain good working relationship with the Headteacher and the School community with a view at all times to promoting the schools food services, healthy and nutritious eating and the interest of the School.
- To proactively market the schools food services with a view to ensuring it remains option of choice and the benefits to the school community are well known.
- To ensure the effective and responsible usage of all kitchen and service-orientated equipment.
- To meet on a regular basis with the School Business Leader and provide a report on current issues, plans and opportunities with reference to the School Development Plan.

#### **Food Education:**

- To support the provision of food education as part of the school curriculum as directed by and in support with the teaching staff.
- Seek out opportunities to enable the food to support and enhance the curriculum experiences.

#### **Team Management:**

- To hold regular meetings with staff in order to develop team efficiency and improved practice.
- To manage and participate the agreed performance management requirements for the team.
- To ensure the implementation of an effective work rota, cross training schedule and managerial structures are in place to improve the efficiency of the team.

#### **Monitoring:**

- Support the establishment and adoption of procedure to ensure effective operations and monitor procedures to ensure that the kitchen is kept in a good state of repair, clean, safe and appropriately stocked.
- Liaising with and monitor the work of the catering team to ensure that specified standards are achieved.
- To take overall responsibility for monitoring the cleaning standards achieved for the kitchen and servery, and to take responsibility to rectify substandard performance.
- Monitoring of the development and execution of the school menu to comply with the School Food Standards (or equivalent required nutritional standard).

#### **Cost Effectiveness:**

- Contribute to the Governing Body's objectives of achieving good value for money in the food service operation.
- Manage, schedule and monitor food ordering, storage and service to ensure the minimization of waste.
- Ensure effective consultation and seasonality around menu design to ensure cost effective menu development, relevance and appropriateness for the school community and to ensure a cost effective balance within the menu whilst maintaining the highest quality standards.

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#### **Kitchen and Servery:**

- To support and ensure timely maintenance of the equipment.
- To ensure rotas are in place to ensure clean and orderly use of both areas.
- To be responsible for the condition of the schools' kitchen and servery and to ensure that the environment is always clean, and in good repair, providing an excellent environment for the school community.

#### **Health and Safety:**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To monitor the catering operations and service to ensure that the Health & Safety Guidance is adhered to and to establish safe working practices, ensuring that the appropriate clothing is worn at all times and risk assessments completed.
- To keep accurate and comprehensive health and safety records, ensuring all relevant paperwork is maintained and available and adhered to as required.
- To ensure that all staff use equipment, machinery and cleaning materials related to the food service in an appropriate manner and that any accidents at work are reported to the Business Manager.

#### **Other Duties:**

- To manage and monitor food budgets and make regular reports to required parties.
- To ensure that all contracts and orders are places in accordance with the school's financial regulations.
- To assist with and participate in staff training programmes.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.
- To work positively and inclusively with all colleagues and stakeholders.
- To research new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of maintaining high standards and ensuring the most effective practices, equipment and techniques are in use
- To maintain an active interest in the school's curriculum in order to ensure food continues to play a vital role in the holistic development of the school's community.
- To undertake such other duties related to the work of the department appropriate to the post, as assigned.

#### **Function Catering:**

- To lead the food support for the school with function catering services.
- To develop menus and service opportunities to showcase the schools food service at events and conference to support revenue generation for the school.

#### **Accountability:**

- Line managed by the School Business Leader and Headteacher.
- GLF Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

#### **Safeguarding:**

- We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The

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successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure.
<b>Wellbeing:</b>
<ul style="list-style-type: none"> <li>We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all 'grow, learn and flourish'.</li> </ul>
<b>Diversity:</b>
<ul style="list-style-type: none"> <li>We particularly welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.</li> </ul>
<b>Flexibility:</b>
<ul style="list-style-type: none"> <li>We are open to applicants who are flexible and looking for a growing and expanding role in line with a growing and expanding school – The hours for this role will likely consist of core hours with respect to the food provision and these will be changing as the school grows. Applicants will also be expected to cater for irregular but frequent function catering opportunities.</li> </ul>