**Job Description**

To assist the Catering Manager to deliver an excellent catering service throughout Bede Academy for students, staff and visitors delivering high quality, healthy and innovative menus in line with current Government guidelines.

Main Responsibilities are to assist the Catering Manager in the following:

* Preparation, cooking and service of good quality and healthy food, as applicable to a choice menu and full refreshment service at lunchtime and other times of the day as required, e.g. mid-morning break.
* Directors’ meals, Buffet lunches and tea trays to be provided for the Principal and guests upon request.
* Planning good quality healthy menus incorporating, as required, the needs of the children on medically prescribed diets.
* Ensuring the catering provision is in line with current Government legislation and guidelines as amended from time to time.
* Control of the Servery during meals service.
* Checking and recording all food and other goods received, and where necessary, reporting any discrepancy or quality defect.
* General supervision of kitchen premises and staff to ensure that safe and hygienic working practices are undertaken and maintained.
* Induction training of new staff.
* Instruction in craft skills to existing staff.
* Management of staff hours to keep within a staffing budget.
* Management of food costs to keep within the food cost budget.
* Providing good quality food on a daily basis in both restaurants, promoting healthy eating.
* Provide a facilities hire catering service for external visitors hiring the Academy on weekends and evenings.
* To ensure that all working areas are clean and hygienic.
* Ensuring the highest possible standards of cleanliness are maintained for equipment.
* To ensure the staff room dishwasher is loaded following the morning break service, ensuring the staff room is left in a clean condition.
* Daily and routine maintenance of the equipment, this includes, cleaning the floors in the kitchen, weekly filter cleaning, removing excess waste off table tops into refuse sacks once the canteen is closed, followed by table top wiping using relevant detergents.
* Complaints of ill health and poor quality will be recorded, investigated and, where necessary, remedied.
* Liaison, as required, with the Principal, or other delegated staff and on occasions with parents and other visitors to the Unit, also with Suppliers as necessary.
* Annual stocktaking of kitchen and dining equipment.
* Catering for Academy functions or other authority functions as required.
* Ordering of food.
* Stocktaking and completion of necessary documentation and forwarding to the Academy’s finance office - monthly and at the end of the financial year.
* Recording additional staff hours and forwarding to the Academy’s finance office - monthly.
* Attending interviews for staff as required.
* Requisitioning of light kitchen equipment and cleaning materials, annually and biannually respectively, and maintaining the appropriate records.
* Reporting any defects regarding premises or equipment, as required.
* Any other reasonable duty as requested by the Principal

**Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.**

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for our students.

**Person Specification**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **HOW MEASURED** |
| **EDUCATION AND QUALIFICATIONS** | * GCSE In English and Mathematics at grade C or Above * City & Guild 7061/2 * NVQ1 and NVQ2 in catering * Certificate in Nutrition * Food safety level 4 * Manual handling | * Catering certificate | * Application Form/ CV/ Interview |
| **EXPERIENCE** | * Minimum 1 year in a supervisory role * Experience in customer-focused environment * Experience of delivering larger functions * Experience of delivering a service offering informed by seasonal/local/organic and nutritional values | * Previous experience in a school environment with an appreciation for a distinctive and creative offering * Commercial experience * Management of reward and incentive schemes | * Application Form/ CV/ Interview |
| **SKILLS, KNOWLEDGE AND APTITUDE** | * Able to demonstrate strong and effective supervisory skills * A high standard of numeracy & literacy * Able to communicate effectively, both orally and in writing * Able to build and maintain effective relationships at all levels that encourage collaborative working * Strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines * An eye for detail and accuracy * Team player | * Electronic school meals system * Proficient in Microsoft Office (word/excel spreadsheets) | * Application Form/ CV/ Interview/ Assessment |
| **MOTIVATION AND OTHER REQUIREMENTS** | * Willing and able to deliver functions outside of core working hours | * Evidence of learning beyond the workplace | * Interview |

**Organisational Relationships**

**Reports to:**

Catering Manager