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| **The English Martyrs School and Sixth Form College** | Badge |

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| Service: | Facilities Management - Catering |
| Post title: | Lead Catering Manager |
| Grade: | Band 10 |
| Responsible to: | Director of Corporate and Finance Services |
| Date of issue: | April 2019 |

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| **Purpose of the role** |
| The core purpose of this job is to deliver an efficient catering service operating to budget and to high standards of food safety. The post holder will do this by carrying out duties including as food preparation and service and other kitchen management duties such as supervision of staff, ordering of food, stock taking and administration. Setting out and putting away dining furniture, serving the meals to the children, washing up and cleaning the kitchen and dining room are also required.  Managing the day to day operation of the kitchen and 6 or more staff to deliver an efficient catering service to achieve or improve budgeted financial performance and operating to the highest standards of food safety.  To promote actively the Catholic ethos of the school in accordance with the wishes of the Directors, Governors and under the direction of the Headteacher. |
| **Responsibilities** |
| The catering service is part of school life and staff are required to adhere to high standards of behaviour at all times, including outside the workplace.  **Operational management**  • Prepare, cook and serve appetising and nutritious meals  • Order goods and materials, receive and store efficiently  • Conduct regular stocktaking  • Manage, supervise and direct staff and encourage team work  • Prepare dining room for service including placing dining furniture  • Serve meals to children, school staff and visitors  • Ensure staff carry out effective cleaning, washing up duties including sweeping and mopping floors  • Ensure removal of waste and rubbish to the designated area  • Be aware of and implement your Health & Safety responsibilities and those of your team  **Communications**  • Oral and written communication with the catering staff ensuring tasks are carried out to the highest standards including weekly briefing sessions  • Take responsibility for the school catering brand, menus and the promotion of this  • Oral /written communication with Management  • Liaise with the Headteacher, school staff, Directors to discuss issues and provide written action plans where appropriate on resolving issues and improving quality.  • Work with the school to promote the catering service to parents and young people to increase meal uptake and improve financial performance  • Engage with young people to inform, involve and support them to develop good dietary habits.  • Meet with young people and/or parents as required to discuss special dietary requirements and attend parents’ evenings or school events to promote the service to increase meal uptake.  **Resource management**  • Undertake duties associated with the financial management of the catering operation including management of stock to achieve or improve budgeted financial performance.  • Ensure cash collection, reconciliation and banking of cash is accurate and efficient.  • Management of staff including recruitment, induction, performance and absence management, ensuring all appropriate records are maintained  • Assess and review standards of service including appraising, training and developing staff  • Be responsible for the care and maintenance of equipment, including reporting of faults  • Use services such as gas, electricity and water efficiently  **Systems and information**  • Responsible for ensuring all work is in accordance with policies and procedures  • Complete all required daily/weekly /termly returns accurately and timely  **Safeguarding**  • Be responsible for promoting and safeguarding the welfare of the children you come into contact with |
| **School Ethos** |
| * Be aware of and support difference and ensure equal opportunities for all. * Contribute to the overall ethos/work/aims of the school. * Develop constructive relationships and communicate with other agencies/professionals where appropriate to the role. * Attending meetings and liaising and communicating with colleagues in school, parents/carers and internal/external agencies. * Share expertise and skills with others. * Participate in training and other learning activities and performance development as required. * Recognise own strengths and areas of expertise and use these to advise and support others. * Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory. * To be aware of requirements in respect of confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority. * Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils. |