
Loreto High School

Job Description

Catering Manager, Grade 7 Business and Operations

The post holder will report to the Business Manager. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, teaching staff, other support staff and pupils.

Main Purpose of the Job:

Under the direction of the Business Manager to be responsible for the business development and day to day operation of the catering function, ensuring that all Health and Safety regulations are adhered to.

To manage catering staff and maintain close liaison with administrative and facilities staff.

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 school management.

Maintenance of the highest standards of personnel management, hygiene and health and safety.

The manager should thrive to create exciting and healthy new menus for the canteen, following the DfE guidelines and must lead a team with enthusiasm and drive.

Committed to working with vulnerable children and children with special needs

Main Duties

1. To promote and contribute to the development of the service. To be responsible for the formulation of the business and marketing plan and deliver effective marketing campaigns.
2. 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 school management.
3. To lead all catering functions within the school, including lunches, extended-hours provision, snacks and refreshments. This may include packed lunches or hot food to be taken off-site
4. To participate in the new initiatives, new funding and future changes in service delivery improvements to support the client and the aims and objectives of the School.

5. To deliver a quality hospitality service as required.
6. To be responsible for the preparation and presentation of all food to the required statutory regulations and school standards
7. To be responsible for the security of specified areas and maintenance of equipment.
8. To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.
9. To plan, implement and review a cycle of nutritionally balanced menus to be revised at regular intervals.
10. To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.
11. To ensure that all catering activities are carried out in line with the pre-agreed school budget and agreed suppliers
12. To manage the ordering and receipt of deliveries to the catering area and stock take by the agreed date.
13. To provide financial data, reports and business development plan as required.
14. To oversee the management of the free school meals monitoring system ensuring value for money.
15. To manage effectively the "Biometric System" in all its applications.
16. To be aware of, comply with and ensure that all policies and procedures relating to Food Hygiene Standards for example allergens. Health and Safety and security, confidentiality are adhered to, reporting all concerns to an appropriate person.
17. To use all equipment in a safe manner, and any faults/incidents are reported to the Facilities Manager and School Business Manager.
18. To manage the training and development of all staff within the area.
19. To adjust the menu to eliminate unpopular or costly items.
20. To organise special functions and meetings which are outside of normal working hours.
21. To effectively manage and monitor the budget and resources.
22. To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately.
23. To work as part of a team to support colleagues and contribute to the vision and ethos of the school.

24. To assist with pupil welfare duties including supervision of students at lunchtimes under the agreed system for the school to ensure the safety and welfare of pupils.
 25. To assist with school administrative duties including exam invigilation as part of the agreed system for the school.
 26. Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.
 27. Be responsible for maintenance and general up keep of specified areas.
 28. To undertake personal development to improve own practice.
-

COMMUNICATIONS

- To maintain regular contact with the Headteacher, other senior managers and the Business Manager.
- To actively monitor satisfaction with food provided on an agreed basis.
- To hold regular team meetings/briefings with all catering staff and liaise with senior school managers, as required.
- To be responsible for the immediate reporting of staff absences to the Business Manager.

TEAM LEADERSHIP

- To fulfil the role of the lead professional within the kitchen and dining areas, maintaining high standards in all aspects of professional behaviour
- To be professional and friendly with students and staff
- 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 the School Procedure, as required.

HEALTH AND SAFETY

- To ensure that the department and staff remain compliant to all Health and safety and Food Hygiene Regulations and Standards
- To report all accidents in line with School procedures.
- To ensure that the kitchen cleaning schedule is complied with and includes regular deep cleans.
- Implementation of risk management practices

OTHER

- 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 customer.
- To oversee the collection and recording of cash.

- The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Loreto High School

Person Specification

Job Description

For this job we are looking for:

- Required to be a member of the Hospitality and Catering Institute Management Association.
- Hold or be working towards NVQ Level 2 Food Preparation and Cooking or an equivalent qualification.
- Must hold Foundation Food Hygiene Certificate or an equivalent qualification and have knowledge and understanding of health and safety regulations.
- Knowledge and understanding of the working of the ICT system that creates and manages the swipe card system.
- Operational experience of working in a catering facility, where high standards of food quality, service and attention to detail are paramount.
- Ability to prepare an annual business plan and monthly out turn statements.
- Ability to understand and work within an agreed Budget.
- Ability to look for Funding opportunities.
- Ability to work on own initiative and plan own workload.
- Ability to lead and motivate a team including the use of an Appraisal System.
- An understanding of current legislation in relation to the Catering function.
- Effective and persuasive communicator both verbally and in writing, with customers, other catering colleagues and city council employees.
- Willingness to abide by the School Policies.

Personal Style and Behaviour

- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.

- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.
- Personal commitment to continuous self-development.
 - Personal Commitment to continuous service improvement.
- Personal commitment to the school's professional standards, including dress code, at all times
- Be willing to consent to and apply for an enhanced disclosure to an enhanced DBS with Barred List check.