

Job Description CATERING MANAGER

Purpose	<ul style="list-style-type: none"> To manage the catering team in providing a high quality, cost effective catering provision, within the agreed budget at Swanlea School. The post holder will maintain and develop standards in food quality, food delivery, health and safety compliance and cost effectiveness. By choosing to work at Swanlea School, you are accepting to live by the shared mission, vision and values of the school. The school expects its employees to work flexibly within the framework of the duties and responsibilities specified. 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 To make sure the school has an outstanding food provision that is cost effective and at the heart of the school. To ensure that the school's catering provision is run to the highest professional standards and complies with all legislative requirements and school policies. To make sure that the food provision across both sites is consistent, fresh, innovative, engaging and meets the needs of everyone within the school community. Overseeing and managing all day-to-day financial and H&S aspects of the catering provision providing regular, timely, accurate information to the Head of Finance/ School Business Manager. To lead and manage all staff within the catering team, making sure they are supported and have the right training to deliver an outstanding service. To oversee and monitor presentation standards at food service times and to provide requested communication/promotional communication to the School Business manager and/or appropriate staff for design and dissemination.
Reporting To	<p>Head of Finance/ SBM</p> <p>The Headteacher (delegated to the Head of Finance/ SBM) is responsible for all matters related to the operation, control and management of the school.</p>
Salary/Grade	<ul style="list-style-type: none"> Scale PO2 (APT & C) TTO plus 2 weeks
Disclosure	<ul style="list-style-type: none"> Enhanced
MAIN DUTIES	
General Management	<ul style="list-style-type: none"> To manage the catering department on a day-to-day basis during working hours at the school and its outlets, overseeing service set up and delivery. Supervise the cooking and serving of meals for pupils and staff taking quality, consistency and portion size into account to deliver a high quality

	<p>service in the most cost effective way. To raise standards and minimise food waste.</p> <ul style="list-style-type: none"> • To be aware of the dietary needs of the school pupils and staff (allergies, halal, vegetarian vegan, kosher etc). To purchase ingredients and set menus accordingly. • Work out allergens, nutrition and calories of all food items and ensure that appropriate labelling and information is in place. • Provide a tuck shop service for the school's pupils at break-time. • Control and order all food stocks, cleaning materials, light/heavy equipment, disposables, uniforms etc using the schools' established ordering system. • Take stock of all food items in the kitchen on the last trading day of each month. • Maintain a high standard of health, safety, hygiene and housekeeping within the kitchen. • Review the LBTH menus and amend if necessary to suit the needs of the school, having due regard to the School's healthy eating policies. Evidence of compliance must be kept up to date and retained using the web-based "Relish" system. Records must be made available to OFSTED during school inspection. • Working closely with LBTH Catering Services when requested, providing any relevant information to them as required • Manage operational catering problems and sharing them as necessary with the line manager. • Meet with new or existing supplier representatives as necessary • Pay full attention to customer care shown by all kitchen staff
Qualifications	<ul style="list-style-type: none"> • Professional cookery qualification and Chef management experience • Level 3 Supervising Food Safety in Catering. • Food Hygiene Certificate • A basic COSHH award or willingness to undertake • Manual Handling Training Qualification or willingness to undertake • First Aid Qualification or willingness to undertake • Food Allergy Awareness Training or willingness to undertake • Attend appropriate training courses as necessary and as agreed with the Head of Finance/ School Business Manager
Financial Management	<ul style="list-style-type: none"> • To assist the Head of Finance/ School Business Manager in preparing an Annual Business Plan that incorporates a financial budget as well as development opportunities alongside organic growth to support best value against which the catering operation and team will be reviewed against monthly • Work within an agreed budget to provide the services as set by the budget. • Cost out portion prices and ensure they are within the constraints of the budget. • Maintain accounts of all kitchen expenditure and income and monitor the budget on computer software provided. • Check all cash tally sheets and accurately record all free meal transactions. • Prepare a monthly trading result schedule.

	<ul style="list-style-type: none"> • Maximise income potential • Check and Authorise invoices • Negotiate best deals with suppliers, moving towards using the Borough's suppliers to supply all foods
Staff Management	<ul style="list-style-type: none"> • Train staff in the proper hygiene standards and control of frozen and fresh foods. • Provide on the job staff training for new tasks • Manage other training requirements • Supervise staff in the implementation of their tasks. • Manage an effective use of staff in order to maintain a high quality service. Maintain time and attendance sheets (including agency staff) and sickness records • Ensure good timekeeping and handle any disciplinary matters. • Manage accident procedures and forms for kitchen staff • Staff selection & interviews • Induction of new staff • Hold daily/ weekly/ termly briefings to share key messages and discuss any pending issues. • Take part in the appraisal cycle for the catering team. • Devise work rotas and allocation of duties
Premises and Equipment	<ul style="list-style-type: none"> • Carry out risk assessments as necessary • Record/report equipment repairs to Head of Finance and ensure repairs are carried out satisfactorily by the nominated engineer • Maintain an equipment and defects register • Responsibility for safe storage and collection of waste oil by reputable supplier.
Marketing	<ul style="list-style-type: none"> • Optimise the standards of all signage and promotional materials used in the marketing of the service. • Carry out trials and tests of new products and services as required • Research the demand for new/alternative products
To ensure that the following are delivered by you or other kitchen staff: Food Service and preparation	<ul style="list-style-type: none"> • Ensure high standards of food preparation, cooking and presentation are maintained, maximising the use of fresh natural foods. • • Create new and existing dishes on the menu whilst keeping within budgetary guidelines. • Maintain a list of costed recipes of those dishes served. • Assist and serve customers, always being polite and courteous. • Replenish counters throughout service. • Ensure that there is always an adequate level of choice maintained throughout the service period. • Prepare at least one vegetarian option each day. • Ensure that there are Healthy options available for pupils throughout the service period for main course, snack, vegetable and dessert choices • Control portion sizes and wastage and ensure the service staff are also aware of the correct portions to be served. • Test the temperatures of hot food dishes prior to service and at regular periods during the service times. • Be aware of all menu items and prices and to ensure that this is communicated to all service staff prior to service commencing.

Health and Safety	<ul style="list-style-type: none"> • Ensure the safe operation of kitchen equipment across the school, following school procedures and policies on accidents or incidents where appropriate . • Ensure that all catering staff across the school maintain high standards of cleanliness, personal hygiene and appearance . • To contribute to the development of Health and Safety policies and procedures and to ensure compliance with these, and COSHH Regulations with regard to food, equipment, materials and general safety. . • To pro-actively review and update risk assessments, develop appropriate action plans and communicate updates, including training if appropriate, to relevant staff. To ensure that all areas of the kitchen are clean and free from hazards. . • Be responsible for the overseeing of all HACCAP procedures in the kitchen and that all allergen information is up to date. . • Ensure all the catering staff have update to date training in all catering internal and external procedures. • To carry out regular health & safety audits providing reports, gap analysis and resolution's to the schools leadership team in a format readily transferable for inclusion in governors reports. • Ensure all risk assessments are reviewed at regular intervals with the ultimate view of eliminating or reducing all risks. • Wash up and tidy up in-between food preparation. • Be aware of all hygiene, health and safety regulations and act accordingly. • Maintain the correct procedures for handling and storing food. • Regularly clean equipment and surfaces thoroughly. • Dispose of rubbish as and when necessary
Safety in the kitchen	<ul style="list-style-type: none"> • Be responsible for the safety of all who work in or enter the kitchen. • Make sure that only fully trained staff operate the machinery that is designated as dangerous.
Standards will be judged by:	<ul style="list-style-type: none"> • Personal appearance and time keeping. • Excellent Interpersonal Skills • The degree of co-operation with work colleagues and customers. • To be able to utilise a range of ICT equipment and software • The skill, care and speed with which duties are performed. • The tidiness and appearance of the unit at all times. • Hygiene standards. • The quality of food preparation and presentation. • The quality of menus produced. • The adherence to food cost budgets.
<ul style="list-style-type: none"> • Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to present themselves and to act in a professional manner at all times. • The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. 	

Person Specification

- Evidence of operating at a culinary management level within a school, hotel, restaurants, or contract caterer provider.
- Experience of working in a multitask environment.
- Delivery of hospitality and events
- Passion for great food and excellent service delivery
- Financially astute with regards to food costings and supplier management
- Excellent communication & interpersonal skills with a team centred approach and the ability to build and maintain working relationships
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to make sound judgements and prioritise multiple demands.
- Commitment to working within a team in co-operation with the other members. Setting high standards by taking pride in and modelling excellent time management, adherence to health and safety procedures and policies, and cleanliness and self-presentation at all times.
- A commitment to equal opportunities in its widest sense.

Signed:.....Date:.....