



Thomas More Catholic School

Cafeteria Manager

Role Profile and Person Specification



THOMAS MORE CATHOLIC SCHOOL

Role Profile

Job Title:	Cafeteria Manager
Department:	Catering
Scale:	Scale SO1, point 29-31, pro rata
Hours:	36hrs per wk x 46.2wks per yr Mon-Fri 7.00am – 2.45pm (inc. 30min unpaid lunchbreak)
Location:	Thomas More Catholic School – Yew Tree Restaurant
Reports to:	SBM – Line Manager Head Teacher – as appropriate
Responsible for:	Catering Team

Role Purpose and Role Dimensions:

- Lead, manage and motivate the Catering Staff.
- Provide a quality service to TMCS students and staff within financial and operational guidelines.
- Participate in the serving of meals to students, staff and visitors (as required).
- Provide catering hospitality for school functions as requested.
- Till and computer operation including email and cashless catering software.
- Arrange/attend training sessions and team meetings as required e.g. Food Hygiene, Health and Safety issues – to ensure a high standard of safety in the kitchen and its environs (some of these may occur outside normal working hours).
- Ensure Health and safety and Food Hygiene regulations are implemented and maintained.
- Market and promote the service in the school.
- Promote the uptake of Free School Meals.
- Manage the budget including FSM income & salary expenditure.
- Participate in special events which may require the services of the catering staff e.g. Open Evening/Parent Evenings.
- Carry out all aspects considered necessary for the smooth and efficient running of the kitchen, service area and dining area including the preparation, presentation, service and cleanliness of the kitchen and any other kitchen/catering duties required.
- Carry out other reasonable tasks as directed by Line Manager, HT
- Use of kitchen machinery, after appropriate training.
- Carry out daily and weekly cleaning of equipment, surfaces and floors.
- Cover any area for colleagues during periods of sickness.
- Work towards ensuring that all enjoy their experience of eating in the Yew Tree Restaurant.

All duties, including those of the catering team, must be carried out in compliance with the school's Health and Safety Policy and all legislative requirements.

Commitment to Diversity:	<ul style="list-style-type: none"> • As a member of the School Catering Team to take individual and collective professional responsibility for championing the school's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. • Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	All catering suppliers.
Key Internal Contacts:	<ul style="list-style-type: none"> • SBM – Line Manager • Head teacher • Other catering staff • Other school staff
Financial Dimensions:	<ul style="list-style-type: none"> • The controlling and ordering of stock, food and equipment. • Accountable for the Canteen budget, including FSM Income and All Expenditure, including Salaries.
Key Areas for Decision Making:	<ul style="list-style-type: none"> • Controlling the staffing levels to meet the needs of the service. • Deciding on menu, ordering, costing, stock and portion control. • The keeping of various stock and cash records related to the duties of the post. • Budgeting • Informing SBM / HT regarding any catering issues as professional judgement dictates.
Other Considerations:	<ul style="list-style-type: none"> • Carry out any task as may be reasonably requested by the Head teacher.

Key Accountabilities and Result Areas:

Key Elements:

Supervisions & Staffing duties

This will involve:

- Manage the catering staff.
- Plan and implement catering rotas.
- Assist with the recruitment and training of Assistant Cooks and Catering Assistants in good catering practice.
- Ensure that all paperwork relating to the Catering Department is up to date, including absence, orders, invoices, record keeping etc.

Financial management

This will involve:

- Responsible for the catering budget.
- Food pricing to ensure that cost criteria are met.
- Reviewing the selling prices and sales mix to ensure correct level of income.
- Reviewing, amending and reconciling catering income from the cashless catering software.
- Ensuring catering debts, if authorised, are repaid.
- Adjusting staffing levels according to income and demand.

Practical duties

This will involve:

- Prepare, cook and serve meals and light snacks.
- Order supplies, check and record deliveries in order to control stock.
- Ensure statutory requirements with regard to food hygiene and health and safety are implemented.
- Menu planning to ensure that a balanced range of meals are available.
- Promoting the catering service within the school and participating in special events.
- Communication with other Associate staff, Supervisors and the Head Teacher.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with TMCS's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the school's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality**This will involve:**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement (Whistleblowing Policy).

Equalities**This will involve:**

- The Governors of TMCS have a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care**This will involve:**

- Able to demonstrate a commitment to the students and staff at TMCS who use the canteen.

Health and Safety**This will involve:**

- Every employee is responsible for their own Health and Safety, as well as that of colleagues, service users and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the Catering Team**This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the school
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions.



Person Specification

Job Title:

Cafeteria Manager

Essential knowledge:

- Knowledge of basic food preparation including methods, portions, stock rotation and ordering.

Essential skills and abilities:

- Ability to read and implement instructions, such as Health and Safety and Food Hygiene regulations.
- Ability to operate cashless system, ensure its working order and report any defects to the operating Company / SBM / ICT Systems Manager as appropriate.
- Ability to use computer equipment to a good standard – Email / Word etc.
- Able to use and clean machinery and light equipment.
- Demonstrate a willingness and enthusiasm for training and progression.
- Able to encourage children to select a balanced meal.
- Able to communicate with all catering, school staff and students.
- Able to train staff in basic kitchen and catering skills.
- Able to work on own and within a team.
- Able to lead and motivate staff
- Display a commitment to TMCS's equalities policies.
- Display and maintain a high standard of personal hygiene.
- Work effectively in a busy and hectic environment.

Essential experience:

- Experience of catering
- Previously managed or assisted in running own catering unit.
- Experience of training staff in basic kitchen skills.
- Experience of working in school canteen environment
- Food Safety and Health & Safety Level 2

Special conditions:

- Willingness to undertake Basic Food Hygiene and Basic Health and Safety certificates within 1 year of appointment.
- Enhanced DBS check required.
- Willing to work additional hours as required.
- Carry out any reasonable requests made by the HT.