



Job Outline

Catering & Hospitality Manager

Responsible to: Executive Headteacher
Salary Grade: Local Government Scale 7 (Points 19-24)
Hours: 37 hours per week, 42 working weeks per year (term time plus INSET days, plus 3 weeks during school holidays)

Job Purpose

- Responsible for the operational efficiency of the catering service, planning and 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.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Duties of the Post

- To be responsible for the preparation and presentation of all food to the required standard.
- To ensure that methods of preparation and presentation comply with all current recognised catering standards including those for schools.
- To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.
- To ensure all cooking staff carry out the preparation and cooking of meals to the recipe specifications.
- To ensure the prompt service of all meals and breaks.
- Ensure all functions are catered for and keep a log of costs for finance to recharge.
- To complete the annual allergen breakdown of all menu items via Pelican Procurement software.
- To liaise with till company for first level support and maintenance – to highlight all other concerns to Operations' Manager at earliest possibility for resolution.
- To implement local promotions and theme days as directed by management.
- To plan and implement a cycle of menus.
- To be responsible for the pricing of all food and beverages served, as agreed

by management.

- To be responsible for reviewing sales, suppliers and the success of the provision, reporting information directly to Line Manager.
- To purchase all supplies through agreed suppliers.
- To be responsible for stock control and stock rotation.
- To maximise the full potential of the catering operation in terms of turnover, profitability, quality of food and value for money.
- To assist in the recruiting and induction of all new members of catering staff.
- Develop an annual business plan & focus on managing/monitoring costs.
- To assist in monitoring staff performance, providing training and development as necessary.
- To participate in the performance management of catering staff.
- To report all accidents and unfit foods.
- To ensure that all aspects of health and safety legislation are complied with.
- To ensure cleaning schedule is complied with.
- To take all necessary steps to ensure maximum security of kitchen supplies and equipment.
- To support in the appropriate promotion and marketing of the catering service.

General

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.