

<b>Job title:</b>	Catering Operations Manager
<b>Reports to (job title):</b>	Director of Finance and Operations (DFO)
<b>Hours of work:</b>	37 hours per week, term time only + 3 weeks
<b>Grade:</b>	Grade G (SCP 24 - 28)
<b>Location:</b>	Based at the trust office but required to travel to school sites as required

### **Main Purpose / Responsibility**

To have overall responsibility for the planning, management and provision of nutritionally-balanced school meals, ensuring a consistent approach to healthy eating to support childrens' education, health and wellbeing.

To make a full contribution to the core ethos and aims of academies within AtC.

### **Main Duties**

- Oversee the in-house catering operations to ensure we produce high-quality meals, freshly cooked from raw ingredients and meeting the government's School Food Standards
- Ensure the school based catering outlets and menus remain relevant, on trend and meet the needs of our pupils
- Establish and maintain quality and presentation standards for all meals produced
- Lead with a hands on approach in food preparation
- Manage stock in accordance with budget margins, ensuring stock levels are appropriate to meet the business needs
- Establish procurement arrangements which will ensure value for money
- Ensure compliance with food hygiene, health and safety and allergens regulations (eg. COSHH, Food Hygiene, Natasha's Law)
- Maximise the efficiency, output and revenue of catering operations across the trust
- Proactively promote catering services to drive sales and improve take up of the food offer
- Manage staffing levels across all sites and lead the teams to ensure they work effectively and proactively towards our vision for an improved food service
- Support catering operations aspects of any special project within the trust as and when required.
- Responsible for data compliance in the areas of your responsibility, in line with GDPR regulations.
- Work as part of a team and support the role of others at all times contributing to the overall work and ethos of the trust.
- Demonstrate an awareness of confidentiality and abide by confidentiality requirements in relation to duties undertaken in the role
- Facilitate CPD for the respective Catering Teams
- Regularly undertake training and CPD which improves and maintains your knowledge and ability to perform your duties.

- Any other duties commensurate with the role.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the Trust. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.