

Torquay Girls' Grammar School



Name:	-
Job Description:	- Catering Manager
Salary Range:	- Grade G
Responsible to:	- Director of Finance and Resources
Job Purpose:	- Full operational and financial responsibility for the school's catering facility, focusing on delivering the highest quality of food and service as well as having the flair, originality and ability to deliver an outstanding catering service.

Key Duties

Operational

- Oversight of the whole catering operation
- Organise and ensure consistency of food and service standards
- Plan menus, following guidelines on nutrition and healthy eating
- Oversee the preparation of healthy, nutritionally balanced menus
- Present nutritious foods in ways that consumers will find attractive
- Supervise the preparation of ingredients
- Undertake skilled cooking activities connected to the full range of menu provision
- Supervise and support the food service
- Ensure effective portion control and minimise wastage
- Monitor food, equipment and other costs associated with the catering provision
- Lead on the catering provision's overall marketing strategy
- Drive sales through periodic promotions and added value events
- Oversee and drive menu development, including termly/seasonal changes
- Develop professional relationships with a range of suppliers
- Liaise with suppliers to ensure value for money
- Ensure menus optimise nutritional value and provide sufficient variety to suit all students
- Account for dietary requirements, nutritional needs and cultural diversity of students as required
- Seek and listen to student and staff feedback and incorporate suggestions into catering service
- Actively promote the catering service to pupils and parents to include increasing awareness of healthy eating

Health and Safety

- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Report faulty equipment and other maintenance requirements to appropriate person
- Ensure equipment is switched off as appropriate
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Maintain the security of school premises by following school procedures
- Ensure the security of the kitchen, associated stores and surrounds
- Organise cooking routines to comply with specified standards
- Train new staff in Health, Safety and food hygiene issues as appropriate
- Comply with current Food Safety legislation, allergen information and labelling

- Maintain and promote high standards of food hygiene and cleanliness in the kitchen, equipment and surrounds
- Ensure that catering practice complies with appropriate Health and Safety Legislation

Administration

- Reconcile daily income and related administration
- Record keeping in accordance with school procedures, including financial procedures
- Oversee staff and student accounts and follow up debts as required
- Monitor and manage stock and supplies and ensure the purchase and storage of food is compliant with statutory requirements, documenting all necessary quality and safety checks
- Manage the cashless catering system
- Calculate and comply with recipe costings and ensure menu adherence
- Complete equipment check logs, wastage sheets and allergen matrices

Resources

- Oversee ordering and recording of all ingredients used and stocktaking
- Monitor and manage stock and supplies ensuring their hygienic storage and to ensure compliance with statutory requirements
- Ordering and recording of all ingredients used and stocktaking
- Prepare rolling menus and food labels

Management

- Allocate duties and tasks across the catering team
- Lead, develop, train and motivate catering staff
- Lead on creating and maintaining a purposeful, orderly and productive working environment
- Supervision and direction of catering staff
- Be proactive and creative to drive an outstanding catering provision
- Organise and lead regular team meetings
- To undertake induction/appraisal/training/mentoring for other staff as directed
- To take a lead role in recruiting staff
- To liaise with key school staff, including SLT, as the representative of the Catering Team
- To liaise with staff organising events, curriculum days, PTA fundraisers and special occasions

General Duties

- To be flexible to support with certain events and activities that take place outside of normal working hours (time off-in lieu will be given)
- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGs Safeguarding Policy
- To engage with relevant training and professional development related to the role.
- To refer regularly to staff notices and attend morning briefings.
- To contribute to the overall ethos/work/aims of the school.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: Date: