# JOB DESCRIPTION

1. **JOB TITLE**: **Catering Manager**
2. **BASE LOCATION: North Town Primary School**
3. **WORKING ARRANGEMENTS:** 30 hours per week
4. **WORKING PATTERN:** 09:00 to 15:00, Monday to Friday. Working patterns may vary with the requirements of the job – this will be agreed in advance with your line manager
5. **CONTRACT:** Permanent
6. **HOLIDAY ENTITLEMENT:** You will work 39 weeks of the year which entitles you to 44.6 paid weeks. Holiday will be taken outside the school term.
7. **RELATIONSHIPS:** Catering Operations Manager, other company catering managers, academy senior leadership teams

# PURPOSE OF JOB

To manage the operation of the base location kitchen. Ensuring the timely production and delivery of high-quality meals. Ensuring compliance with company procedures in the production of food and health and safety.

# MAIN TASKS

* 1. Operational Management of the base location kitchen to ensure the timely production of meals for the primary schools including line management of the catering assistants.
  2. Should it be necessary, assist colleagues with the production of meals for delivery to other Trust schools.
  3. Assist the Catering Operations Manager in the production of menus, setting portion control, agreeing ingredients and costs.
  4. To prepare and cook high quality meals to agreed menus and ingredients,
  5. Serve pupils ensuring adherence to agreed portion controls,
  6. Ensure that the kitchen and service area is clean and tidy, including taking responsibility for waste removal and washing up,
  7. Ensuring health and safety regulations and the company food hygiene procedures are adhered to, both personally and by staff in the food preparation and service areas,
  8. Ensure the completion of Company logs in respect of allergens, temperature, food preparation, food transportation, cleaning, and wastage,
  9. To ensure that optimum stock levels are maintained,
  10. Support the assessment of supplier quality control
  11. To raise any issues, suggestions, or complaints from pupils/parents/carers with the Catering Operations Manager and aid in the resolution thereof,
  12. To take responsibility for safeguarding and always promoting the welfare of all pupils
  13. To take responsibility for your own professional development and participate in the Company’s Professional Review and Development Scheme

# CONTACTS

* 1. The post holder will be responsible to the Catering Operations Manager
  2. The post-holder will use ONLY those contacts for the procurement of goods and services contained within the approved supplier list.
  3. Any new supplier must be discussed and approved by the HES Catering Operations Manager who has sole authority for approval.
  4. The post-holder has no authority to commit the company to any contract for goods or services where the contractor is not on the approved supplier list.

# WORK COMPLEXITY

* 1. The post-holder will be required to work flexibly including working at other schools across Huish Trust, including Richard Huish College as required,
  2. There may be some evening and weekend working on a cover only basis. This will be by prior agreement and additional payment will be made.

# PERFORMANCE REVIEW

12.1 The post-holder’s performance will be reviewed every 6 months against targets agreed between the Catering Operations Manager and the post-holder.