

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH048	Grade G
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Job Title :	Catering Manager (1 - 5 Staff) Secondary School
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Main Job Purpose :	To be responsible for the overall management and operation of the school/college's catering services ensuring a high quality and professional service is provided to pupils, staff and private clients. To promote the use of and generate income through the catering services on behalf of the school/college and to respond to all associated issues.
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Main Duties	
1.	To ensure systems and working practices are established that ensure the efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained in relation to the preparation, cooking and serving of food.
2.	To be responsible for developing strategy and operational plans in relation to the school/college's catering services, operate and control the production of food and the catering service.
3.	<p>To devise set programmes of work for catering staff and to supervise the work of catering staff on a daily basis.</p> <p>To be responsible for the training and development of staff, e.g. to ensure all catering staff receive the relevant food safety and hygiene training and hold up-to-date Basic Food Hygiene certificates.</p> <p>To manage the recruitment and appointment process for catering staff.</p>
4.	To establish guidelines for ensuring a range of menus are provided within the school/college allowing a variety of meals which cater for different dietary requirements as appropriate.
5.	<p>To take overall responsibility for the standard of cleanliness, safety and hygiene of the premises.</p> <p>To ensure that all Health & Safety procedures are adhered to.</p>
6.	To manage the school's catering budgets, including staffing budgets, equipment, provisions and all other overheads. To attend and report to school management meetings, Governors Finance Committee meetings to provide information relating to catering finances as and when required.

Main Duties	
7.	To ensure appropriate procedures with regard to stock management so as to ensure accurate records are maintained, successful stock rotation, appropriate storage of provisions and appropriate levels of stock security.
8.	To take overall responsibility for the correct cash handling and accounting procedures with regard to receipt of payments for food and drinks from students and visitors to the School.
9.	To market and promote the school's catering services to school users so as to ensure best use of the facilities and maximise the opportunity for income generation. To manage all school catering functions, ensuring adequate staffing, a high standard of catering and a professional service is provided to clients. To arrange for appropriate invoices to be made in respect of catering functions and services made available to users of the school's premises and facilities.

Supervision and Management
This job holder will manage up to 5 Catering Staff and supervise contract staff as necessary.

Creativity and Innovation (i.e. Problem Solving)
The job holder will be using creative skills to, for example, develop systems and working practices to ensure consistently high standards of work; establish guidelines for the menu range; review staffing levels in relation to the operational requirements of the school's catering service; generate ideas to promote and market the school's catering services

Key Contacts And Relationships	
Head teacher/ School management	Reports discussion and marketing the school's catering function
Catering Staff	Daily information and direction of work
Head Teacher, Staff, Visitors	Discussions relating to function planning, agreement of menus, costs etc.
Suppliers	Orders, contracts etc.

Decision Making
<p>The job holder makes decisions on day to day catering issues e.g. :-</p> <p>Staff deployment, contract staff deployment, working practices and procedures, training events and the use of facilities for functions by outside agencies; purchase of equipment and stocks; job holder makes recommendations to the Head Teacher/Governing Body relating to the strategic plans for the catering service.</p>
Resources
<p>The job holder has responsibility for the proper use of the school's catering facilities and kitchens</p> <p>The job holder has responsibility for the school's catering stocks.</p>
Working Environment
<p>The job holder will have work disrupted by a variety of problems and issues that may arise within the catering environment e.g. health and safety problems, accidents, breakdown of equipment, staffing issues.</p> <p>Catering must work to a timetable and daily deadlines need to be met.</p> <p>Generally the job holder is office based, however, they will be required to spend a significant amount of time in the school's kitchens</p> <p>There will be some exposure to risk within the working environment of the school's kitchens, however, this will be minimal to the post holder who will not be required to operate any catering machinery or equipment.</p>
Knowledge and Skills
<p>A good standard of knowledge and skills in catering work.</p> <p>Equivalent to NVQ Level 3 in a catering or related field.</p> <p>Basic food hygiene and safety certificate.</p> <p>Knowledge of food hygiene procedures.</p> <p>Good communication, team working and staff supervisory skills.</p>