



## Guru Nanak Sikh Multi Academy Trust

"We are here to help our students acquire skills and knowledge to achieve what they aspire to do."

Aspire ~ Acquire ~ Achieve

Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Job Description

Employment details	
<b>Job title:</b>	Catering Manager
<b>Job purpose:</b>	To provide a high-quality catering service which meets the needs of the pupils and the school and ensures that catering standards are achieved and maintained which support the raising of standards of achievement and attainment of learners.
<b>Reports to:</b>	Executive Principal / CEO
<b>Salary and Contract type:</b>	<b>Scale Range:</b> SO1 - (NJC23 TO NJC 25) <b>Full Time Annual Salary Range:</b> £37068 - £38058 <b>Actual Annual Salary Range:</b> £32223 - £33083.60 <b>Working Weeks:</b> 40 weeks (includes 3 Inset days + 7 days) <b>Hours:</b> 35hrspw (7.30am to 3.00pm incl. half an hour unpaid lunch break)

Meal preparation and provision	
Preparing fully cost rotational menus for each term that optimise nutritional value and provide sufficient variety to suit all pupils, with due regard paid to relevant government requirements and guidance.	
Consulting with relevant stakeholders in the formulation of menus and seeking the approval of the CEO and SLT where appropriate.	
Accounting for the personal dietary, nutritional needs and cultural diversity of pupils as required.	

Ensuring the provision of healthy snacks for each school day at break times and other times specified by the CEO e.g. breakfast club.

Ensuring that all food is labelled correctly and appropriately, especially regarding the presence of allergens, in line with Natasha's Law.

Overseeing food preparation and the quality assurance process, ensuring all food is handled and cooked correctly before being served.

Providing catering for other events and functions, e.g. governing board meetings, and open days, as directed by the CEO.

Supervising and directing other catering staff in the preparation and provision of food, ensuring a high standard of work at all times.

Instructing other catering staff in the correct provision of food, e.g. portion size, and monitoring this to identify any issues.

Responding to any queries from pupils and other stakeholders regarding the food provided, e.g. nutritional information, allergens.

### **Health and safety**

Ensuring the preparation and provision of food in a safe and hygienic environment with stringent standards upheld.

Liaising with the premises manager and cleaning staff to ensure sufficient cleaning procedures are in place for kitchen and dining areas.

Ensuring that catering staff always wear the correct uniform and maintain high standards of personal hygiene to prevent any food contamination.

Undertaking risk assessments as appropriate.

Following first aid procedures for any accidents and reporting incidents per school procedures.

Ensuring a suitable first aid box is accessible, stocked correctly, and clearly identifiable within the catering area.

### **Management of stock and equipment**

Maintaining a record of orders, invoices, receipts, and returns in line with banking and reconciliation procedures to meet auditing requirements and ensure accountability.

Ensuring stock is replenished and ordered promptly, and checked and inspected upon arrival for quality assurance purposes.

Managing any issues with stock, and consulting other senior figures at the school where necessary.

Overseeing other catering staff in the safe storage and rotation of stock, undertaking routine checks.

Assessing suppliers' prices regularly to ensure value for money is achieved concerning the school budget, and suggesting alternatives to the CEO where appropriate.

Ensuring appropriate security procedures are implemented and followed to protect cash, stock, and equipment.

Ensuring catering staff are trained in the correct and safe use of catering equipment.

Ensuring equipment is serviced in line with the manufacturer's instructions, identifying maintenance issues, and reporting these to the premise manager promptly.

### **Leadership**

Ensuring all catering staff have received appropriate food safety training and records are kept up-to-date.

Assessing the training needs of other catering staff and monitoring performance.

Identifying staffing needs and assisting with the recruitment process.

Leading the induction procedure of all new catering staff.

Devising a duty rota, with sufficient notice provided, for all catering staff.

Managing staff attendance and absence and following disciplinary procedures where appropriate.

### **Communication**

Creating or assisting in the creation of, appropriate promotional and marketing materials to advertise the school's catering service to pupils and parents.

Ensuring pupils and parents are provided with sufficient information about the school's catering service and know how to raise any queries

Gathering feedback where appropriate from pupils and other stakeholders on the food served to identify successes and areas for improvement.

Participating in meetings with other school staff and stakeholders and contributing where necessary.

### **Additional duties**

Reading, understanding, and having due regard for all relevant school policies as instructed during induction.

Maintaining a professional curiosity within the school environment and being alert to any potential indicators of safeguarding issues, raising concerns with the DSL as appropriate in line with the Child Protection and Safeguarding Policy.

Playing a key part in the delivery of the school's values and ethos, leading by example.

Undertaking CPD and attending any relevant training courses as directed by the CEO.

Undertaking additional duties as reasonably directed by the CEO, similar to those outlined in this job description.

Running whole school initiatives to educate the community on healthy eating habits and bringing awareness on the rationale for decisions regarding school meals choices.

## Person Specification

	Essential	Desirable
<b>Qualifications and training</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>● Trained to Level 3 Food Safety</li> <li>● NVQ Level 3 or equivalent in the catering field</li> <li>● Good general standard of education with at least a C or equivalent in GCSE English and maths</li> <li>● Advanced Food Hygiene Certificate</li> </ul>	<p>The successful candidate may also have:</p> <ul style="list-style-type: none"> <li>● Evidence of relevant CPD</li> <li>● First aid training</li> <li>● Business management skills</li> </ul>
<b>Skills and experience</b>	<p><b>The successful candidate will have:</b></p> <ul style="list-style-type: none"> <li>● Experience in menu planning and working within a budget</li> <li>● Experience in stock control and equipment maintenance</li> <li>● Experience working within a busy kitchen environment</li> <li>● Experience working to deadlines and prioritizing workload</li> <li>● Experience in demonstrating correct practice and training others</li> <li>● Excellent interpersonal and communication skills</li> <li>● Strong leadership and management skills</li> <li>● High level of personal organization, and the ability to work without close supervision</li> <li>● Ensure all School Personnel and Food Hygiene Policies and Procedures are</li> <li>● continuously applied, monitored, documented, and reviewed, and that no breaches</li> <li>● of Statutory or Local Authority regulations occur.</li> </ul>	<p><b>The successful candidate may also have:</b></p> <ul style="list-style-type: none"> <li>● Previous experience working with children</li> <li>● Previous experience in a school setting</li> <li>● Experience in analysing performance</li> <li>● To purchase all food and non-food supplies and carry out and document all</li> <li>● necessary quality and safety checks, as required by the school purchasing policy</li> <li>● and "Assured Safe Catering" procedures.</li> </ul>

<p><b>Knowledge</b></p>	<p><b>The successful candidate will have:</b></p> <ul style="list-style-type: none"> <li>● Extensive knowledge of hygiene and health and safety laws in a food preparation environment</li> <li>● Sufficient understanding of government legislation relating to food in school, e.g. nutritional standards</li> <li>● Technical understanding of food storage, preparation, and cooking</li> </ul>	<p><b>The successful candidate may also have:</b></p> <ul style="list-style-type: none"> <li>● Knowledge of food production method</li> <li>● Knowledge and understanding of the operation of a school</li> <li>● Understanding of marketing and income generation</li> <li>● to be able to use a computer and the main software packages competently</li> </ul>
<p><b>Personal traits</b></p>	<p><b>The successful candidate will be:</b></p> <ul style="list-style-type: none"> <li>● Confident in leading a team</li> <li>● Personable and approachable</li> <li>● Creative</li> <li>● Eager to uphold the school's ethos</li> <li>● Committed to equal opportunities and empowering others</li> <li>● Able to maintain a good working relationship with others</li> </ul>	<p><b>The successful candidate may also have:</b></p> <ul style="list-style-type: none"> <li>● The ability to accept criticism and work well under pressure</li> </ul>
<p><b>Additional requirements</b></p>	<p><b>The successful candidate will have:</b></p> <ul style="list-style-type: none"> <li>● A willingness to participate in training and development</li> <li>● An exemplary conduct and attendance record</li> <li>● A desire and commitment to contribute to the school community</li> <li>● The ability to plan and organize</li> <li>● The ability to recognise and identify problems</li> <li>● The ability to record and pass on information accurately</li> </ul>	