

## JOB DESCRIPTION

<b>Job Title</b>	<b>PT Catering Manager</b>
<b>Salary</b>	<b>1 year contract. NB this role is term time only 3 days per week (18 hours in total). SO2 £37,433 pro-rata</b>
<b>Department</b>	<b>Catering</b>
<b>Location</b>	<b>Beam County Primary School</b>
<b>Line Manager</b>	<b>School Business Manager</b>
<b>Line Management of</b>	<b>Cook Supervisor x1, Assistant Cook x1, + 4 Food Service Assistants</b>
<b>Responsible for</b>	<b>The provision of catering services for students, staff, and functions</b>
<b>Liaising with</b>	<b>Head/Leadership Team, teachers and support staff, Health and Safety Officers and others as appropriate</b>
<b>Working Time</b>	<b>Term Time Only: 3 days per week (18 hours in total)</b>

### KEY PURPOSE OF THE JOB

1. To manage and develop the catering facility with a view to increasing the usage and maximising the gross profit margins within the financial and operational requirements of the school's management.
2. Review and amend existing approaches, services to maximise the use of the facilities by students, staff and the community under the direction of the line manager and headteacher
3. To manage and develop the catering facility with a view to increasing the usage and maximising the gross profit margins within the financial and operational requirements of the school's management.
4. To recommend and implement initiatives and service improvements to maximise usage of the facility by pupils, staff and community users.
5. To physically assist in the production of food for service when needed
6. The service's operational requirements are met to work closely with the School Business Manager and SLT in promoting the school's ethos towards healthy eating.

### MAIN DUTIES AND RESPONSIBILITIES

#### Principal Duties:

1. Ensure the Cook Supervisor and Assistant Cook produce quality and timely food and beverage services.
2. Lead on the design and production of suitable service provision menus to meet the needs of all customers, following Government guidelines.
3. To provide information relating to menu items and how they are produced, including the main ingredients, allergens and basic product knowledge.
4. Overseeing the ordering and storage of sufficient foodstuffs to meet the requirements of the service whilst maintaining stock within the targeted levels.
5. Ensure that all kitchen assistants are trained in practical job related tasks and H&S certificates are up to date.
6. Assist with the production and service of food and beverages during staff shortages.
7. To monitor service and production standards and take remedial action where these fall below the H&S requirement.
8. To monitor and control waste and portion sizes.
9. To manage 1x cook supervisor, 1x assistant cook.

10. To ensure cook supervisor and assistant cook controls all orders and checks deliveries of all stock and equipment.
11. Ensure cook supervisor and assistant cook carry out stock rotation and hygienic storage of all items.
12. To investigate all food/beverage complaints and escalate to line manager or headteacher.
13. Ensure hygiene and health and safety requirements are adhered to. Raise any concerns to line manager or headteacher.
14. Ensure electronic point of service (parentpay) tills are in accurate operation at all times.
15. Responsible for ensuring assistant cook and cook supervisor apply proper use of catering facilities/buildings, ensuring they are securely lock up and act as security key holder.
16. To monitor and control financial performance and ensure financial targets are met.
17. Identify and implement service provision initiatives to increase customer uptake and profitability.

**Secondary Duties:**

1. To conduct staff appraisals for cook supervisor and assistant cook in line with the school's policies and practice.
2. To ensure cook supervisor and assistant cook ensure all documentation and bookwork/record-keeping (orders, purchases orders, delivery notes, invoices) is processed in a timely and accurate manner.
3. To liaise with external and internal users on any special catering requirements or functions. Review and amend approaches to service delivery to meet customer needs.
4. To attend meetings as required.

**Equipment/Materials:**

1. To be responsible for the sourcing of quality and value-for-money suppliers of catering perishable materials, stock, equipment. Recommend best value equipment for service provision. Seek approval prior to purchase for equipment by line manager or headteacher.

**Health and Safety/Welfare:**

1. To work with the LA and School Health and Safety Policies.
2. To ensure the requirements of HACCPs and COSHH are complied with.
3. To keep up-to-date with Food Safety and Hygiene regulations and ensure their requirements are met.

**Customer Care:**

1. Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council.

**Relationships:**

1. To communicate regularly and effectively with catering staff, other school staff.
2. To meet with representatives of all stakeholders to assess feedback of the service provided.
3. To attend meetings with suppliers, professional bodies and peer groups as required.
4. To perform all duties in accordance with the Equalities Act
5. Source and build relationships with potential new customers/hirers for catering facilities.

**General Accountabilities and Responsibilities:**

1. Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
2. Promote the development of a high-quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
3. Undertakes a proactive, committed approach towards the Council's Best Value ethos.
4. Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies.
5. Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental H&S policies and procedures.
6. Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
7. Comply with all GDPR legislation (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
8. Take responsibility for continuing self-development and participate in training and development activities.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

Employee's Signature		Date	
Head Teacher's Signature		Date	

**PERSON SPECIFICATION**

	Criteria	Essential	Desirable	Assessment Method		
				Application A		
				A	I	T
<b>Knowledge &amp; Skills</b>	Strong leadership skills with ability to motivate and manage staff team.	√		√	√	
	Good communication skills.	√		√	√	
	Ability to prioritise work, manage time/meet deadlines.	√		√	√	√
	Competence in use of IT tools including Word, Excel and Cashless Catering systems.	√		√		√
	Ability to work with a wide range of people	√		√	√	
<b>Qualifications</b>	Food Hygiene Certificate at Level 2 minimum	√		√		
	Good standard of general education	√		√		
<b>Experience</b>	Experience of catering/catering management	√		√	√	
	Experience of running a profit and loss catering operation and business development/growth.	√		√	√	
	Experience of costing, pricing, keeping accurate records.	√		√		√
	Experience of cash handling and banking.	√		√		√
	Experience of managing/leading staff including staff rotas.	√		√	√	
	Experience in customer care/handling customers and children.	√		√	√	
	Experience of working with volunteers, local community groups/organisations.	√		√	√	
<b>Attitude &amp; Personal Qualities</b>	Able to work flexible hours.	√		√	√	
	Passion for good quality food and service.	√		√	√	
	A strong commitment to the ethos, social aims and values of Outside the Box.	√		√		√
	At all times exercise a high standard of personal integrity and professional conduct.	√		√		
	Honesty and Integrity.	√		√		
	Understanding the need to use discretion and respect confidentiality.	√		√	√	
	Commitment to safeguarding and promoting the welfare of children and young people.	√		√		
	Understanding of the requirements of data protection and disclosure of information.	√		√		
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	√		√	√	
	Ability to work flexibly and outside of normal school hours.		√	√		

	Current driving license and car for travel and transport between Sandringham and Longbridge.		√	√		
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Beam County Primary School is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Disclosure & Barring check, will be undertaken on all successful applicants.