Catering Manager

Required for immediate start (negotiable)

Actual salary, 36.2 working weeks £ 31,398 - £34,343 dependent on experience. Hours: Monday to Friday 6.30am – 3pm, 40 hours per week, term time plus 5 days (36.2 weeks)

The post holder will be responsible to the Administration Manager and the Principal.

Job Purpose

- Under the direction of the Administration Manager, an external company offering catering support, the Academy Finance Director and the Principal to organise, develop and manage the overall catering service within the Academy.
- To prepare, cook and present food which meets the School Food Standards.
- The day-to-day management of all aspects of kitchen hygiene, food safety and general Health and Safety, whilst providing direction to and management of staff.
- To ensure that the highest standards of kitchen hygiene, food safety, Health & Safety are consistently delivered.
- To ensure Environmental Health visits run smoothly and the highest hygiene rating is awarded.
- To deliver excellent standards of customer service whilst meeting budget constraints.

Duties and responsibilities:

- To be responsible for the academy catering service to ensure the service provided at each outlet meet the academy's requirements.
- To ensure the catering department meets legislative requirements and follows school policies and procedures, i.e. Health and Safety, Food Hygiene, School Food Standards, Allergens, Risk Assessments etc.
- To be the Catering Allergen Champion, ensuring highest standards for allergens are delivered and maintained, inc ensuring staff training is completed and all staff are allergen aware.
- To act as Health and Safety Coordinator within the academy catering department and ensure representation at any relevant meetings.

- To ensure all tasks are carried out with due regard to Health and Safety, food hygiene safety and allergen awareness at all times by all staff.
- To direct and support the Sous Chef and Chef with the general kitchen production and service organisation.
- To advise and support kitchen staff on the preparation, cooking and presentation of food.
- To develop and deliver culinary exciting menus in line with academy and Food School Standards requirements.
- To assist with any budget setting and budget reviews as required.
- To actively market the services including trialling new menus and organising theme days etc.
- To carry out student, parental and staff surveys and respond to feedback.
- To lead on the identification of opportunities for both the development of the service and improvements to ensure both a cost effective and quality service.
- To be responsible for the organisation of the half termly catering meetings together with the Administration Manager and the academy Finance Director. At these meetings to report on the performance of the catering operation and share any other reports or general issues.
- To cater to the requirements of the academy in regard to all school events and meetings.
- To ensure budgetary targets are met by appropriate costing of menu items, ordering of foodstuff, managing stock, equipment and control of labour costs.
- To assist with the annual setting of the price list and create visuals to share with staff, students and parents via website, posters etc.
- To ensure and adjust in conjunction with the Administration Manager and Finance Director, the levels of staffing within the academy catering team so as to ensure an efficient catering service which fulfils the academy's catering requirements. This also includes managing performance and attendance of staff.
- To participate in the selection, appointment and induction of new catering staff as authorised.
- To implement the agreed accounting procedures with regard to receipt of payments for food and drinks from pupils and visitors to the academy and ensure such procedures are adhered to by all catering staff.
- To maintain confidentiality of information acquired in the course of undertaking duties for the academy.

- To operate a basic range of IT skills including writing reports, producing menus, software and cashless systems etc.
- To have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To undertake appropriate professional development including adhering to the academy's performance management process.
- To identify and assess training needs and ensure the appropriate training of staff is provided as required including performance management systems.
- To carry our regular briefings with the catering team on current organisational and academy issues.
- To attend academy staff briefings and any other relevant meetings.
- To adhere to the ethos of the academy:
- To promote the agreed vision and aims of the academy.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and academy functions.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the catering department and the academy, as directed by the Administration Manager, Finance Director, Catering Consultant or Principal.

Person Specification

Qualifications

- City & Guilds 706/1 and 706/2 or the equivalent experience/ability.
- Intermediate Food Hygiene qualification.

Skills and Ability

- Able to prepare, cook and present food to academy standards.
- Able to provide dietary and culturally acceptable food.
- Able to act appropriately on own initiative.
- Able to prioritise own workload and meet deadlines.
- Able to organise and prioritise the workload of others.
- Able to work under pressure whilst maintaining a calm and professional kitchen environment.
- Adaptable with a flexible approach to problem solving.
- Good written and oral communication skills, to enable ordering and control of stock and completion of necessary paperwork.

- Good interpersonal skills with the ability to build good working relationships with colleagues and able to work as part of a team whilst operating with a high degree of integrity at all times.
- Good personal presentation, and able to present a positive image of the academy.
- Willing to attend and complete any relevant training course as determined by the Catering Consultant or Principal.
- Sense of humour.

An Enhanced DBS Disclosure will be required.