

Central Lancaster High School

Job Description

Post:	Catering Manager
Responsible to:	School Business Manager
FTE Salary Range:	NJC Grade 6 (Points 11-19) £22,129 - £25,927
Actual Salary Range:	£19,118 - £22,400
Weekly Hours:	37 hours per week Mon - Fri 7.15am - 3.15pm
Worked Weeks per Year:	39 weeks (Term time only plus 1 week)
Paid Weeks per Year:	45.05 (Under 5 Years) / 46.28 (Over 5 Years)
Start Date:	As soon as possible

A recruitment and retention allowance is available for an exceptional candidate.

Core Role:

To deliver an effective and efficient catering facility for the school. Responsibility for planning a balanced, nutritious menu; organising theme days; ordering; stock and budget management; line management of the kitchen staff and ensure full compliance of food standards and food hygiene regulations.

To support the values of our school, ensuring that the food experience for students and staff is inspirational in order to facilitate and support learning for all.

Strategy Direction and Development:

- To provide the strategic direction needed for the area to develop successfully
- To monitor, review and evaluate the catering provision to the school and its stakeholders
- To plan, control and direct the production and service of school meals, to develop termly three week cycle of menus, catering for all dietary requirements.

Leading and Managing Staff:

- To undertake staff appraisals, acting as a reviewer for staff in the catering team
- To continue personal professional development, researching, requesting and undertaking relevant training for all concerned
- To promote teamwork and to motivate staff to ensure effective working relations and communication
- To manage and supervision employees within the catering and welfare team.

Efficient and Effective Deployment of Staff/Resources:

- To undertake day-to-day management, control and operation of the catering provision, including effective deployment of staff
- To plan and manage the accommodation with the school catering facilities, using professional skill and judgement

- To liaise with the School Business Manager to ensure that the catering team are adhering to the nutritional legislation as defined by Department of Education
- To maintain and keep accurate stock records for all provisions, light and heavy equipment
- To ensure cleaning on daily basis to all catering areas to standards laid down by Central Lancaster High School
- To undertake any other duties that may be required for the effective operation of the catering establishment. This will include using the schools cashless catering system, stock rotation and stock control.

Accountability:

- To be accountable for leading, managing and developing the catering facility, undertake regular planning meetings with the SBM to monitor and develop the schools catering facilities forward to meet the needs of the school
- To be accountable for inspections undertaken by the Trust compliance auditors, environmental health inspections and external verifiers ensuring the school meets the necessary health, hygiene and safety requirements
- To be responsible for effective use of allocated funding, ensuring value for money
- To ensure the safety of all involved in the catering facilities, undertaking risk assessments as appropriate
- To identify and report any defects in catering equipment or premises to ensure compliance with health & safety and/or food hygiene regulation standards
- In addition to the duties outlined above, all employees are required to take care of their own and other people's health and safety
- To ensure the kitchen maintains high standards and is legal and compliant at all times
- This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact us through school.

All staff responsibilities:

- To be committed to uphold the values of Central Lancaster High School
- To be committed to vigilantly safeguarding and promoting the welfare of children and young people within our school
- This job description is current but, in consultation with you, may be changed by the Principal to reflect or anticipate changes within the job commensurate with the grade and job title
- It is a requirement of all posts within CLHS that Health and Safety requirements are upheld in the performance of duties.

, Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of ongoing continuing professional and Trust development. In addition it may be amended at any time after consultation with you.

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our Health and Safety policy.

Personal Specification

Personal Skills and Characteristics	Essential	Desirable	Application (A) Interview (I) Test (T)
Qualifications <ul style="list-style-type: none"> Professional catering qualification at NVQ Level 3 or above OR equivalent Food safety Level 3 Health and Nutrition Level 1 English and Maths GCSE at grade C or above (or equivalent) 	<p>Y</p> <p>Y</p>	<p>Y</p> <p>Y</p>	A
Experience <ul style="list-style-type: none"> Working in a school environment Managing a team Health and Safety management Food hygiene management Stock control/management Food preparation Cash handling 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p>	A/I/T
Knowledge, skills and qualities <ul style="list-style-type: none"> Ability to manage a kitchen to the appropriate industry and school standards Ability to work in an organised and methodical way Observe hygiene standards at all times Able to work under pressure and use own initiative Ability to meet deadlines/manage time Attention to detail Ability to relate well with pupils of secondary school age ICT literate Good communication and interpersonal skills Act with honesty and integrity 	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>		A/I
Other (including special requirements)			
<ul style="list-style-type: none"> Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity Commitment to health and safety 	<p>Y</p> <p>Y</p> <p>Y</p>		I