



All Hallows Catholic High School

Job Specification

Catering Manager

PURPOSE OF THE ROLE

To manage a catering service which not only provides high quality meals across the school, but also considers issues such as healthy eating and creating a welcoming school dining experience as an important part of what the school catering service offers. The Catering Manager is responsible for leading and organising the team of catering assistants in order to produce and maintain high standards of hygiene, quality and presentation.

ACCOUNTABILITIES/RESPONSIBILITIES – appropriate for this post:

Catering Manager

- Provide an effective, efficient and financially sustainable catering service;
- Ensure compliance with all legislation relating to the school canteen service
- Lead and manage the catering staff team to ensure a professional catering service is delivered, including all aspects of food production and cleaning work required;
- Assist in the development and improvement of the school's catering strategy;
- Drive standards and deliver a high-quality catering service;
- Monitor the quality of food, portion control and preparation for dietary provisions and delivery of food service;
- Ensure operating practises are regularly reviewed with any necessary identified improvements implemented;
- Review prices of food and drinks offered to pupils and staff on a regular basis ensuring best value and quality is maintained and where possible improved;
- Administer and maintain appropriate returns and records, including stock control and ordering;
- Provide to the Headteacher and Governors with meaningful and accurate reports as required for example, stock and budgetary control and monitoring of financial performance;
- Lead on customer care in the school canteen;
- Plan a cycle of menus to ensure that nutritional content meets the recommended guidelines and that the variety offered is attractive to pupils and staff considering budget constraints;
- Plan menus taking in to account specific individual or cultural requirements;

- Lead and provide catering for school events external to the canteen service;
- Manage the cashless catering system across the canteen including reporting system difficulties to the suppliers and communicating solutions to the team;
- Place orders with suppliers as necessary to ensure that sufficient stocks are always available for meals to be produced;
- Manage and review supplier performance to ensure that the school receives best value appropriate for schools;
- Maintain equipment and facilities ensuring that high standards hygiene and presentation are in place;
- Responsible for maintaining hygiene standards and complying with health and safety regulations at all times;
- Review staff training needs and arrange appropriate training to ensure compliance with Health and Safety requirements;
- To monitor the catering team's performance and provide induction and training of staff.
- Ensure training records are monitored and up to date for all catering staff
- Ensure that correct working practices by staff within the designated food areas are carried out in line with health and safety policy and hygiene legislation as well as school policy;
- Have a sound knowledge and understanding of Government Legislation on nutritional standards in schools.
- Be fully conversant with HACCP, its implementation and critical control point procedures;
- Operate a system of stock control as an aid to purchasing and budget monitoring and control;
- Contribute to the planning and marketing activities that are purposed and reflected in the catering business as a whole;
- To be an expert and lead on catering related issues across the whole school;
- Encourage children's positive behaviour;
- Establish positive relationships with children and adults through communication and interaction;
- Any other appropriate duties commensurate with the grade of the post which may be required from time to time.

Support for the School

- To work within school policies and procedures
- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.

- To comply with the school's health and safety rules, reporting any health and safety concerns to the Operations Manager.
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters.

NOTE; In addition, other duties at no higher level of responsibility may be interchanged with / added to this list as required.

OTHER RELEVANT INFORMATION:

Reporting To: Headteacher

Liaising With: Senior Leadership Team, Teaching and Support staff, external agencies and pupils

Salary Scale: Grade 6 Points 11-19

Working Time: Full time (37 hours per week) term time plus 1 week

Start Date: A.S.A.P

CRB Disclosure: Enhanced

This job specification will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation between the post holder and Headteacher