

**Job Description**

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| **Department** | **PLACE – COMMUNITY SERVICES, SCHOOL MEALS** |
| **Job Title** | **Area Co Ordinator - Catering** |
| **Grade** | **G** |
| **Primary Purpose of Job** | **To assist in the delivery and management of Bolton’s primary school sector school meal service.** |
| **Reporting To** | **Operations Manager** |
| **Direct Staffing Reports** | **4 x Area Mobile Managers and 7 x mobile managers and indirectly kitchen catering managers** |

**Main Duties**

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| **1** | The co ordination of the daily organisation, staffing and food service management of Bolton primary school meals, supervising 3 area mobile managers and supporting the daily direction of mobile relief staff |
| **2** | Ensure best practice and high standard of food delivery in all relevant units, reporting performance outcomes to management for strategic decision-making |
| **3** | Ensure that the strategic and corporate policies on Health and Safety, Food Safety, employment law, GDPR and Safeguarding are monitored and complied with. |
| **4** | Liaise and maintain good working relationships between management, frontline staff, head teachers and school Business Managers (adapting individual contract requirements) |
| **5** | Oversee recruitment, direction, assessment and development of unit catering staff, and mobile teams. Manage relevant staff capability, attendance and absence in accordance with authority procedures. |
| **6** | Working with monitoring staff, ensure service delivery standards, digital systems and the kitchens’ financial performance are met against set targets. Report improvement needs to the Operations Manager to agree efficiency and remedial action and liaise with head teachers on service performance and complaints. |
| **7** | Develop and manage the implementation of new services to support general service development and increased meal uptake, also the long term sustainability of the service.  |
| **8** | Support the marketing function by themed events and promotions as requested by the head teacher, corporate leadership and borough wide events. Liaison and presenting to heads, governors and parents maybe necessary |
| **9** | Provide support to schools dieticians, pupils and parents in relation to allergens and special medical and cultural dietary requirements. |
| **10** | Assist in delivering the Service Improvement Action Plan objectives to both grouped cost centres or with individual contracts, reporting outcomes to line management |
| **11** | Responsibility for the implementation of new project areas, including digital developments, as requested under the direction of senior managers or as part of corporate modernisation. |
| **Date Job Description prepared/updated:** | **Jan 2025** |
| **Job Description prepared by:** | **Services for School Manager** |

**Person Specification**

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| **Department** | **PLACE – cOMMUNITY SERVICES, SCHOOL mEALS** |
| **Job Title** | **Area Co ORDINATOR - Catering** |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see Carers-Charter-FINAL.pdf (gmhsc.org.uk) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Experience of individual unit and collective catering contracts. |  Application Form / Interview |
| 2. | Ability to meet service objectives and targets, monitor and report on performance. | Interview |
| 3. | Leadership of small Area Mobile team and relief staff across the primary school’s sector.  | Application Form / Interview |
| 4. | Sound knowledge and experience of service compliance relating to food safety, health & safety employment law, Safeguarding and Council policy. | Application Form / Interview  |
| 5. | Experience of staff deployment, recruitment and support of workforce planning including development, training and employment related issues. | Interview |
| 6. | Knowledge of catering financial and kitchen operational management systems, digital applications and service developments. | Application Form / Interview |
| 7. | Knowledge and understanding of the government’s Food in Schools and food health agenda and the Governments statutory food and nutrient standards. | Application Form / Interview |
| 8. | Enhanced liaison and communications skills to all levels within the organisation. | Interview |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Proven practical catering skills & experience – 3 years management experience. | Application Form/Interview |
| 2. | Ability to operate standard IT systems and corporate support systems and willingness to update. Awareness of GDPR and Safeguarding implications for managers and staff. | Certificate(s) |
| 3. | Level 4 Food Safety Certificate and up-to-date Health & Safety Training for Managers.  | Certificate(s) |
| 4. | Experience of working with a food safety system (HACCP) and monitoring compliance. | Certificate(s) |
| 5. | Certificate in Nutrition and Health or equivalent | Certificate(s) |
| 6. | City & Guilds Catering or NVQ 3 Supervisory Management or minimum Level 3 Management. | Certificate(s) |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to work outside of normal office hours, for example at evenings and weekends, to meet the needs of the service.  | Interview  |
| 4. | This post is subject to [an enhanced / a standard] disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | Interview |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | Experience of project work and new service developments eg. catering IT systems  | Application Form/Interview |
| 2. | Marketing and promotions experience related to increasing meal uptake. | Application Form/Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | A1/A2 Assessor award or equivalent qualifications | Application Form/Interview |
| 2. | Corporate and employment-related training for e.g. change management,  | Application Form/Interview |
| 3. | Front Line Management, CMS level management or equivalent (NEBBS) | Certificate(s) |

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| **Date Person Specification prepared/updated** | **Jan 2025** |
| **Person Specification prepared by** | **Services for School Manager** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





