Job Description	
Post:	**Catering Manager**
Pay Scale:	**Grade 6 SCP 19-24**
Responsible to:	**Trust Catering Manager**
Main Location:	**School based**

Main Duties

- Management of the catering facility to the operational and financial management standards required to meet statutory requirements.
- Implement methods to maximize income and improve service.
- Responsible for food and beverage production.
- Responsible for producing orders and maintaining relation levels to meet the school's requirements, receipt of stores, material and other items in connection with the service.
- Produce menus and production schedules for the school in line with standards and costs
- Assume shift leadership and direction of staff.
- Ensure all employees have been trained in the key areas of their jobs and to monitor employees' performance in these areas.
- Assist with the service of food and beverages.
- Monitor service and production standards and take remedial action when these fall below the standards expected.
- Monitor waste and portion control.
- Be responsible for the provision of safe food for consumption and the hygiene and cleanliness of premises, equipment and personnel.
- Ensure that HACCP and COSHH regulations are followed at all times.
- Management of receipt of stores, materials and other items in connection with the service.
- Ensure complaints raised by the service users are investigated and remedial action taken.
- Responsible for key holding and kitchen security.
- Responsible for ensuring hygiene, health and safety standards are complied with within the school.
- Responsible for ensuring all nutritional requirements are met in line with existing and future legislation.
- Monitor and control financial performance within the catering service and meet the financial targets.
- Identify and implement areas to increase profitability.
- Report on the financial performance of the catering operation on a weekly basis using the financial reporting procedures laid down by the school
- Responsible for control of cash takings.
- General kitchen and cleaning duties as required.
- Observe Statutory Health and Safety and Hygiene regulations at all times.
- Control and manage targets for food costs and labour budgets.

Secondary Duties:

- Administrate agency staff for the catering operation.

- Conduct performance appraisal with staff to promote high work standards and personal development.
- Ensure all documentation related to the catering function is completed accurately and punctually.
- Ensure there is continual contact with clients and end users of the service provided.
- Liaise with clients and customers regarding any special functions or buffets.
- Ensure service standards of client are met.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance. with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		
NVQ Level 3 Catering or City Guilds Catering	Essential	A/I
Basic Certificate in Food Hygiene	Essential	A/I
GCSE English and Mathematics at Grade A*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Essential	A/I/C
Certification in Nutrition	Desirable	A/I
Knowledge & Experience		
Relevant experience in a senior position within a large scale catering establishment	Essential	A/I
Relevant experience of working in a large scale catering environment, managing catering operations within budgetary targets	Essential	A/I
Ability to demonstrate what qualifications and training you have received within the Catering industry	Essential	A/I
Experience in supervision and training of staff	Essential	A/I/R
Demonstrate knowledge of recipes, methods of production, menu planning and costings	Essential	A/I
Demonstrate understanding of HACCP's and COSHH	Essential	A/I
Demonstrate details of your capability in completing documentation and financial returns	Essential	A/I
Demonstrate understanding of the daily routine of a Catering Manager	Essential	A/I
Demonstrate experience in Healthy Nutritional Balanced Menus	Essential	A/I
Technical Skills & Ability		
Knowledge of budgeting, food storage and stock control	Essential	A/I
Knowledge of Quality Assurance Procedures	Essential	A/I
Excellent written and verbal communication skills	Essential	A/I
Excellent organisational skills	Essential	A/I
Special working conditions		
Willingness to wear protective clothing	Essential	A/I
Willingness to attend meetings and training as required	Essential	A/I
Personal characteristics		

Commitment to supporting the Catholic ethos of our Trust	Essential	A/I
Be able to provide good customer care and interpersonal skills	Essential	A/I/R
Be able to communicate in a friendly and caring manner	Essential	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R