

ROCHDALE BOROUGH COUNCIL

SCHOOL: Cardinal Langley RC High School (Job Ref: CATERING/ASST.MGR/260831)

JOB DESCRIPTION

Job Title:	Assistant Catering Manager (Known as Supervisor – FM)
Grade:	Grade 5 (SCP) 12-17
Responsible to:	School Business Manager > Catering Manager
Responsible for:	N/A
Hours of Duty:	This is a full-time (37 hours per week), permanent position, working during term time plus two weeks in school holidays. Actual working hours will be discussed at interview but we anticipate that these will be 6:30am until 2:30pm generally, with some flexibility to meet the needs of the service, and will incorporate a 36-minute, daily, unpaid lunch break.
Any Special Conditions of Service:	• The Postholder may be required to attend evening and weekend meetings • Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave. • The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	Approach the job at all times using the Rochdale values: ➤ Proud ➤ Passionate ➤ Pioneering and Open Be aware of and apply the Rochdale Values and Behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

To assist in the management of the catering facility to the operational and financial requirement of the Catering Manager.

To recommend methods to maximise income and improve service, to implement these recommendations where agreed with the Catering Manager.

To communicate with Client Representatives where required. To work effectively with the Catering Manager and school in promoting the school ethos toward pupil care, whilst ensuring the operational requirements are met.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

To ensure all employees have been trained in key areas of their job to meet the requirements of both the contract and the unit. To supervise efficiently and effectively all catering staff.

Financial

To work in accordance with Financial Regulations and procedures of the School.

To monitor and control financial performance within the catering provision, meeting the financial targets and preparing reports as necessary as agreed with the Catering Manager.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

The receipt of stores materials and other items in connection with the service. Ensure the correct use and storage of food and equipment.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self, colleagues and service users in accordance with School's Health & Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

Internal: Pupils, staff, and other service users.

External: Parents/members of the public.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the School's Equal Opportunities Policy.
2. Ensure that the School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

- 1 Responsible for food and beverage production.
- 2 Responsible for producing orders and maintain stock levels to meet the school's requirements, receipt of stores, material and other items in connection with the service.
- 3 Produce menus and production schedules for the school.
- 4 Ensure all employees have been trained in the key areas of their jobs and to monitor employee's performance in these areas.
- 5 Assist with the service of food and beverages.
- 6 To monitor service and production standards and take remedial action where these fall below the standards agreed with the Catering Manager.
- 7 To monitor waste and portion control.
- 8 To ensure that HACCP regulations are followed at all times.
- 9 Assume shift leadership and direction of staff.
- 10 General kitchen and cleaning duties as required.
- 11 The receipt of stores, materials and other items in connection with the service.
- 12 To ensure COSHH regulations are followed at all times.
- 13 To ensure complaints raised by the service users are investigated and remedial action taken.
- 14 Responsible for key holding and kitchen security.
- 15 Responsible for ensuring hygiene, health and safety standards are complied with within the school.

- 16 To monitor and control financial performance within the catering service and meet the financial targets as agreed with the Catering Manager.
- 17 To identify areas to increase profitability for discussion with the Catering Manager prior to implementation.
- 18 To report on the financial performance of the catering operation on a weekly basis using the financial reporting procedures laid down by the school.
- 19 Attend meetings and training courses as required.
- 20 To carry any other reasonable duties within the overall function of the job.
- 21 Responsible for control of cash takings.

SECONDARY DUTIES

- 1 To administrate agency staff for the catering operation.
- 2 To conduct performance appraisal with staff to promote high work standards and personal development.
- 3 To ensure all documentation related to the catering function is completed accurately and punctually.
- 4 To ensure there is continual contact with client and end users of the service provided.
- 5 Liaison with Catering Manager, Client and customers regarding any special functions or buffets.
- 6 Ensure service standards of client are met.
- 7 To participate in training programmes as a trainee and when required as a trainer facilitator.
- 8 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____