

Job Description

Post	Catering Manager
Department	Canteen
Salary Grade	Scale point 16 - 19
Responsible to	Assistant Principal Finance
Hours & Distribution	37 Hours - full year or part year
Working closely with	Canteen staff and students

Key Purpose:

1	Providing and managing a high quality and cost-effective Catering provision for the whole college
3	Managing the duties of the catering staff
4	Ensuring compliance with Health and Safety policy and to promote best practice in Health and Safety within the catering provision
5	Managing and developing the Catering Budget and to have responsibility for good financial control, liaising with the college's Assistant Principal – Finance
6	Supporting the aims and objectives of the College as detailed in the College's Statement of Purpose, vision and values

Duties and Areas of Responsibility:

Planning & Development	
1	Overseeing the direction of the canteen, staffing and non-staffing
2	Being involved with the development of an education programme for all consumers, to encourage healthy eating
3	Being mindful of the Government's healthy eating initiatives and encourage users of the canteen to make good decisions promoting healthy eating options
Quality & Reporting	
1	Producing an annual Self-Assessment Report and Development Plan in respect of Catering
2	Reporting to the Governors as required
3	Promoting effectively the catering service to students and staff
4	Developing further the service and income generation
Budgets & Resources	
1	Maintaining the financial viability of the canteen ensuring year on year that there is a surplus which can in part be used to reinvest within the facility
2	Being responsible for all purchasing, monitoring, recording and maintaining all documentation electronically using appropriate software
3	Managing fixed assets purchases to prolong the life of canteen equipment
4	Ensuring all food and equipment purchasing complies with the college's procurement policies, securing maximum value through vetted suppliers or purchasing frameworks."
5	Introducing commercial initiatives, meal deals, and modern food trends to actively compete with local high-street food providers and maximise the 'capture rate' of students."
Operation and Co-ordination	
1	Maintaining a high standard of food production
2	Ensuring overall compliance with recommended hygiene, storage and service standards
3	Being aware of all legal requirements and ensure that they are followed, for example, COSHH and HACCAP systems
4	Ensuring strict compliance with allergen labelling laws (including Natasha's Law), maintaining precise records of food ingredients and ensuring clear communication of allergens to students and staff

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5	Planning menus that accommodate diverse dietary needs, including vegetarian, vegan, gluten-free, and religious dietary requirements (e.g., Halal)."
Environment and Facilities	
1	Managing the canteen to ensure a safe working practices and review and update Risk assessments.
2	Managing canteen equipment to ensure it is well maintained and fit for purpose
3	Managing all aspects of H&S within the canteen to ensure the space is fit for both staff and users, reporting any slips, trips and accidents promptly and support any follow up enquiries by the health and safety officer
General – Including Personnel & Relationships	
1	Providing management and leadership to the catering staff
2	Identifying staff training needs and be responsible for their training
3	Supporting and implementing the college's Professional Development review process
4	Establishing effective communication with students and staff to ensure that students have key messages about the offer and recycling/green credentials of the canteen
5	Manging the catering requirements for open days, college events and any external events, optimising additional income generation
Other	
Any other responsibilities appropriate to the position.	

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: