

Date: June 2024

Debenham High School

JOB DESCRIPTION

Job title:	Catering Manager
Grade:	Grade 5 points 20-25
Hours:	37 hours per week / 39 weeks per year. (7:30-15:30)
Line Manager	School Business Manager

Job purpose

Responsible for leading the whole school catering provision, by providing a healthy range of high quality meals, delivered in a warm and caring atmosphere and supporting the school's ethos and values

Organisational relationships

- Directly responsible to the School Business Manager
- Line Manager of the Kitchen team comprising 2 Senior Catering Assistants and 4 General Catering Assistants

Specific duties

1 Leadership of Catering Provision

- Lead and develop the catering operation of the school to provide high quality, healthy and nutritious meals.
- Undertake, and where applicable oversee, the planning, cooking and serving of meals to students, staff and visitors, ensuring a high quality of provision and friendly service, modelling the school's culture of respect for all in the school community.
- Develop a well-planned, nutritious and attractive menu, which complies with school catering standards and food safety legislation.
- Provide for students and staff with particular dietary requirements, and ensure all food is properly labelled to include the highlighting of allergy information.
- Pro-actively support the school community by catering for special events, trips and other occasions.
- Actively develop initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards and to improve, maintain and promote the health eating of students
- Develop green initiatives to promote sustainability.
- Ensure best value without compromising quality to ensure the cost effectiveness of the catering service
- Responsible for promotion and marketing of the catering service to current and prospective students, parents and staff
- Keep informed of developments in the industry, such as new legislation or food trends

2 Managing Staff

- Lead, develop and deploy catering staff to ensure everyone is working at their potential.
- Responsible for the management of staff within the school's policies, including performance management, management of sickness absence and training.

- Ensure suitable training is organised for new and existing catering staff and all staff have the skills and abilities required to deliver an effective catering service.
- Ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered effectively in the absence of key staff.
- Assist the Business Manager with the recruitment and selection of catering staff

3 Managing Resources

- Manage the income & expenditure for the kitchen, in line with the agreed budget, ensuring best value is obtained for purchases.
- Oversee the maintenance of appropriate food stock levels and ensure stock takes are completed as required.
- Ensure routine checks of equipment, cleaning material, stationery and uniform are carried out to ensure high standards at all times.
- Ensure the maintenance agreements for all equipment are current and arrange for the necessary checks at renewal
- Actively encourage initiatives to reduce food waste.

4 Health and Safety

Take overall responsibility for the health and safety of the catering operation and kitchen ensuring appropriate risk assessments and procedures are in place including:

- Ensure adherence to all agreed hygiene and safety procedures.
- Ensure the 5 star EHO rating is maintained by ensuring that all required paperwork and procedures are fully in place, and that staff are fully invested in maintaining these standards.
- Ensure compliance with the agreed Health and Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- Ensure the safe operation of kitchen equipment at all times
- Oversee deep-cleaning routines during appropriate times including holiday periods
- Checking incoming orders for ingredient contents, especially in relation to allergens, and updating labelling of food to be sold – ensuring labelling is accurate and allergens shown in bold at all times.

5 Other Specific Duties

- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times
- Act as an ambassador for the school within the local community and beyond, ensuring that the ethos of the school is promoted and supported at all times

The duties and responsibilities of any post may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post.

*Debenham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
The appointed person will be required to undergo an enhanced DBS check.*

Debenham High School Mission Statement

To provide a top quality education for pupils of all abilities in a caring, challenging, supportive and attractive environment in which all members of the community are valued and where Christian moral values are encouraged.

Job title: Catering Manager

Grade: Grade 5

PERSON SPECIFICATION

	Essential	Desirable
Experience		
	Experience in a management position in a successful busy kitchen	Experience in a management position in a school kitchen
	Experience of working as a chef/cook	
	Experience of working in a school kitchen	
	Experience in a fast paced catering environment	
	Experience managing a team of staff	
	Experience of menu planning	
Qualifications		
	Appropriate qualification in Catering & Food Preparation, or equivalent	Additional Catering or Health & Safety qualifications
	Advanced Food Hygiene Certificate	First Aid at work qualification
		GCSE 5+ or equivalent in Maths & English
Knowledge & Skills		
	Demonstrable management skills	Knowledge of school cashless catering systems
	Confident with a range of IT systems	Basic knowledge of data protection and its applicability to the role
	Confident user of MS Office applications, eg, Excel, Outlook, Word	
	Knowledge of legislation applicable to school catering environments, eg, food standards, food safety	
	Excellent organisational and planning skills	
	Excellent communication skills	
Personal Attributes		
	A commitment to the safeguarding & welfare of all students	
	Self-motivated with a 'can do' attitude	
	Able to work under pressure	