

CATERING MANAGER JOB DESCRIPTION



JOB PURPOSE

To lead the catering team to ensure that the food prepared is of the highest standard and the catering operation has a balanced budget.

DUTIES

Duties may be modified by the Executive Principal, in consultation with the staff member, to reflect or anticipate changes in the job, commensurate with the salary and job title.

MANAGEMENT OF CATERING

- To plan, organise and control the catering operations and manage the catering team to ensure that the food quality, presentation and service are provided to a high standard.
- To be the lead chef when catering for lunch service, important and special events.
- To be responsible for ensuring that all Federation policies and legislative requirements connected with catering are implemented to a high standard.
- To respond flexibly to the changing needs of clients of the Federation so that a catering service is available when it is needed.
- To lead on the development of catering services across the Federation as agreed with the Trust through the transformation plan.
- To manage the catering budget so that staff have access to the raw materials and resources they need to carry out their work to a high standard whilst maintaining a break even position.
- To manage stock levels within catering in order to minimise wastage and ensure best value for the Federation.
- To order additional stock from suppliers offering the best value as required.
- To plan menus and order all foods in accordance with the Federation's policy and procedures, and lead the chef's development of high-quality menus that are attractive to the Federation's clients whilst meeting high nutritional standards.
- To periodically deliver special or theme day menus in collaboration with Federation staff.
- To ensure staff are trained in the preparation of food to a high standard.
- To ensure staff are trained in serving food, portion control and client service skills to a high standard.
- To ensure that catering equipment is maintained to a high standard and to recommend replacement when necessary.
- To engage and liaise with contractors engaged in supporting the catering service to ensure that the work they carry out is of a high standard and represent good value for money.

HEALTH AND SAFETY

To have a good knowledge of health and safety at work and food hygiene legislation and ensure it is applied within the Federation's catering service.

- To ensure that the catering services are compliant with all food hygiene legislation and Federation policy.
- To ensure that the catering service are compliant with the Federation's policies for health and safety.
- Ensure that site staff are made aware and understand their food hygiene responsibilities.
- To ensure staff have received appropriate training before using any catering equipment.
- Ensure that the essential annual maintenance checks by external contractors are in place and carried out.
- To maintain records as legislation dictates, for example, records of fridges, freezers, display cabinets, food allergy notices, as appropriate.
- All staff are responsible for ensuring safeguarding, health and safety policies and procedures are enforced in line with Federation policy and current legislation.

FEDERATION

- To familiarise yourself and comply with the Federation rules, policies and procedures in force including those contained in the Staff Handbook.
- Support the vision and ethos of the Federation.
- Uphold routines for learning and uniform.
- Contribute to monitoring and evaluating the success of the Federation.
- To proactively respond to issues identified in the Transformation Plan to bring about sustained improvement.
- Contribute to the range of extracurricular opportunities on offer to students.
- Any other reasonable duties as requested by the Executive Principal.

SAFEGUARDING, HEALTH AND SAFETY

The Federation is committed to safeguarding and promoting the welfare of all students in our care and expects all staff to share this commitment. We provide safeguarding training to all staff on an annual basis, and all staff are responsible for ensuring safeguarding, health and safety policies are implemented in line with Federation policy and current legislation. Please familiarise yourself with our Safeguarding Policy, available online at www.rutlandfederation.com/policies

This position advertised is a 'regulated position' which means it will involve regular contact with children and young people; under the Safeguarding Vulnerable Groups Act 2006 it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. This position is also 'exempt' from the Rehabilitation of Offenders Act 1974.

This job description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature undertaken within the role are not excluded because they are not itemised.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	EVIDENCE
COMMITMENT A clear recognition of and commitment to all our aims as a high performing Federation.		Letter of application Interview
QUALIFICATIONS A valid Food Hygiene Qualification or be willing to train for one.	A good basic level of education having at least 5 GCSEs at A*-C (or 9-4) including English and mathematics. A level 3 or higher catering qualification. Evidence of an interest in continued training.	Application form
EXPERIENCE Evidence of successfully working as part of a team. Previous experience of staff supervision and management. 5 years-experience of working in a commercial kitchen environment. Compiling menus, ordering provisions, calculation of food costs and general administrative duties.	Previous experience in preparation, cooking and serving of food within a large catering operation. Able to manage the catering provision within a balanced budget. Able to implement Health & Safety hygiene procedures within the kitchen.	Interviews References Letter of application
STAFF DEVELOPMENT An understanding of the importance of training. A proven desire to improve, with recent evidence of certified professional development.	Evidence of further training and / or qualifications.	College forms Letter of application Interviews
RELATIONSHIPS A willingness to work with our students. Good listening skills, the ability to communicate effectively and to work as part of a team with staff, parents and members of the local community.	Ability to deliver high-quality service whilst under pressure	References Interviews Letter of application