

JOB DESCRIPTION

Section: Catering	Reports to: Facilities Manager
Job Title: Catering Manager	Grade/Salary Range: NJC Pay Range 5 (£22,183 -£24,491)
Working Pattern: TBC	Working Weeks per annum: 40

PURPOSE OF JOB

To be responsible for all aspects of the catering function providing a dedicated, responsive service offering bespoke menu options to students, staff and visitors to the Academy.

To champion healthy eating options and be aware of the dietary requirements for students at the academy, being mindful of the use of salt, sugar and other additives while working with front-line staff to create an offer which supports the management of behaviour and educational attainment.

MAIN DUTIES AND RESPONSIBILITIES

1. Management and Training

- Line management of the Catering Assistant, ensuring that all necessary training is provided and undertaken, and that all catering output is to an agreed standard having regard to quality, quantity and to hygiene factors.
- Manage the deployment of staff resources to ensure that they are fully and flexibly utilised to respond to the varying demands associated with a Special School.
- Act as a mentor to students nominated onto an approved apprenticeship scheme, liaise with teaching staff and college assessors to ensure that students are offered a varied work experience and afforded the maximum potential to succeed.
- To be responsible for the safe use and maintenance of all kitchen equipment, determining when items are obsolete or require replacement/repair through normal wear and tear or when alternative tools are required to improve efficiency or the quality of the final product.

2. Catering

- Plan and execute a new menu for the whole school.
- Prepare a selection of hot and cold foodstuffs to provide a nutritious and varied breakfast, mid-morning snack, lunch, being mindful of the variations in staffing and attendance levels and having regard for vegetarian, vegan and religious requirements.
- Maintain supplies of foodstuffs and packaging to supply a range of packed lunches for students engaged in work experience, organised trips or visits or other off-site activity.
- As required, provide a selection of refreshments to board meetings, interview panels, training courses and seminars appropriate to the duration and time of day and presented in a way that reflects positively on the Chiltern Way Academy.

- Champion the use of locally sourced food and ingredients, while being mindful of 'cost versus quality' comparators, 'food miles', carbon footprint, and publicise such in canteen menus, academy website and newsletters.
- Maximise the use of fresh & seasonal produce in the preparation and cooking of meals for menus which vary accordingly, ensuring consistent quality including the provision of any special dietary meals. Minimise the use of frozen foods and generally, exclude the purchase and use of 'ready-meals'.
- Allow students to experience different tastes and styles of catering by introducing and rotating menus on a regular basis. In conjunction with front-line staff create themed menus from around the world to coincide with global events such as World Cup, Olympics etc.
- Ensure that all raw ingredients are logged and sourced from reputable suppliers and can be traced back through audit in the unlikely event of subsequent quality concerns.
- Undertake regular stock-taking and stock rotation practices are employed to minimise the loss of spoiled food and its safe use within 'Use-By' dates.
- Utilise the Academy's purchasing power to influence the reduction of waste packaging in supplies and aspire towards sustainable sourcing and the eradication of waste plastic.

3. Healthy Eating & Dietary Control

- Act as an exemplar, in demonstrating the contribution of healthy eating to behaviour and educational attainment, recording performance against annual targets for the reduction in purchase and use of salt, sugar and other additives.
- Calculate, record and publicise the calorific value and nutrient content of food-stuffs and menus and implement a system of portion control to control calorie intake.
- Maintain visual records of all known student allergies and wherever possible prohibit the use of known and regulated allergens and publicise accordingly when these might be present in meals.

4. Budget Management

- Responsibly manage a delegated catering budget covering the purchase of food and the maintenance or replacement of equipment & machinery. Plan expenditure across the financial year with contingency planning to allow for unforeseen expenditure to remain within any allocated budget targets.
- Through management of income and expenditure, calculate net and gross costs of providing the catering function to the agreed standard recording and advising of the cost per meal, per student, per visitor as required.

5. Health & Safety at Work

- Undertake all necessary and allocated training relating to H&SaW (including COSHH, manual handling, slips, trips and falls.)
- Be responsible for the health and safety of all subordinate staff, apprentices, or work-experience students ensuring that they are suitably briefed/trained and provided with all the necessary PPE and work-wear prior to entering the kitchen environment.
- Be responsible for the safe storage and use of cleaning chemicals, ensuring that only those certified safe for use within the food production environment are purchased

and the instructions for use are available, disseminated to, and followed by all staff.

6. Cleaning & Hygiene

- To undertake regular training in all aspects of cleaning and food hygiene to ensure the production of high-quality meals in clean and safe workplace
- To maintain required standards of cleanliness for both premises and equipment including the arrangement of annual deep clean and maintenance cycles and to respond accordingly to any issues raised following the visit of local authority Environmental Health Officers.
- To keep under review and recommend the upgrade, decoration, or replacement of elements of the fabric of the kitchen to enable it to operate efficiently and without compromising hygiene standards.

MAIN DUTIES AND RESPONSIBILITIES – OTHER

7. Other Duties

- To work within school's published Policies & Practices Documents.
- All duties to comply with the Health and Safety at Work Act.
- Any other duties that may be necessary to meet the exigencies of the service.
- Attend cluster group meetings to share and disseminate good practice.
- To carry out duties in accordance with the Academy's values, mission and vision.
- Attend INSET, appropriate training and relevant meetings as required and participate in the school's staff performance.
- Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the Academy in health and safety matters.

Signature Line Manager:

Signature Job Holder:.....

Date:.....