

Job Title: Catering Manager

Reporting to: Facilities Manager

Grade: 7

Accountable for: Other Catering Staff.

Overall purpose of the post:

- To be responsible for the performance of the whole Academy catering provision.
- To develop and progress the catering provision to deliver healthy and high quality meals that meet Nutritional Standards.
- To achieve best value without compromising quality.
- To negotiate best value contracts with authorised suppliers to ensure the cost effectiveness of the catering service.
- To ensure the attractiveness of catering provision including food presentation and the eating environment.
- To oversee the preparation, cooking and service arrangements.

Main duties and responsibilities:

- Responsible to oneself and working colleagues for a high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulations 1995, the Health and Safety at work Act 1974 and the policies of the Outwood Grange Academies Trust.
- To supervise and deploy catering staff to ensure the efficient organisation of the catering service, and deal with any staffing problems/issues that may arise.
- To ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered effectively in the absence of key personnel.
- To be responsible for the accurate costs control of catering revenue and expenditure and the security of all monies.
- To liaise with the Finance Team with regard to the co-ordination of procurement of goods and service.
- To maintain food stock levels and complete stock returns by the date required.
- To undertake routine checks of equipment, cleaning material, stationary and uniform.
- To plan daily menus, making provision as appropriate for special food diets, and order stocks accordingly.
- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.
- To be responsible for and ensure correct procedures for banking and reconciliation are met.
- To ensure compliance with agreed Health and Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- To ensure the safe operation of kitchen equipment at all times.

- To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.
- To undertake regular risk assessments.
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To ensure the security of the catering area at all times.
- To be responsible for the regular inspection and maintenance of the First Aid Box and arrange replenishment as necessary.
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.
- To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in the Academy and aspects of commercial viability.
- To assist in the recruitment, assessment, selection and appointment of catering personnel.
- To provide induction training for catering personnel and identify and co-ordinate necessary training and development requirements to ensure that all staff have the skills and abilities required to deliver an effective catering service and maintain appropriate records.
- To operate in line with the ethos, culture, overall aims and policies of the Academy.
- To comply with Academy policies and procedures at all times.
- Undertake other reasonable duties (within competence and experience) as requested, in accordance with the changing needs of the Academy.
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.

Special Features

- 37 hours per week, term time only plus two weeks

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.