



Job Description

Job Title: Catering Administrative Assistant

Reporting to: Catering Manager

Grade: Scale 4

Overall purpose of the post:

To provide a full administrative support to the catering department, ensuring delivered stock is correct and items reconciled with orders and invoices, liaising with suppliers to resolve any issues, record stock levels for the school shop, lunchtime duty registers, and liaising with the Local Authority and parents with regard to free school meals.

Main duties and responsibilities:

- Administer the Cashless catering system, including menu setting, price setting, supporting staff in its use.
- Reconcile delivery notes with orders and invoices, responsibility for contacting suppliers to resolve discrepancies in quality or quantity and arranging for suitable alternatives to be made be that credit note or new supply.
- Maintain the records of the stock within the school shop, recording sales, deliveries and reporting low stock levels to the Catering Manager.
- Responsible for collection of monies from revaluation units and reconciliation/cashing up of such within the finance office. *(Subject to review)*
- Administer the adult meal vouchers for staff volunteering to do lunch duties
- Liaise with parents and the Local Authority with regard to free school meals, dealing with sensitive information appropriately.
- Record hospitality orders ensuring diary is kept up to date
- Create daily menus, and marketing material for new products, sandwich labels
- Run school shop during break and lunchtime periods.
- Any other administrative tasks at an appropriate level

Special Features

- 25 hours per week, term time plus 5 days

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable

- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

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.