

Job Title: Catering and Cashless Administrator

Reporting to: Catering Manager **Grade:** 4

Accountable for: none

Overall purpose of the post:

- To manage, in full, the Cashless catering system.
- Ensuring all monies within the system and paid directly by students are accounted for.
- To place orders for catering food and supplies via the Academy Finance Department.

Main duties and responsibilities:

- Maintain a correct system of records for student and adult meal numbers and accounting.
- Count and record all monies paid for school meals, either in person or via the cashless catering systems, collect and account for cash collected for other catering services provided and, where appropriate, prepare cash for banking.
- Report daily on meal numbers to the Catering Manager, including students paid, adults paid and student and adults free meals.
- Deal with all aspects of the current cashless catering system including preparation of daily / weekly financial reports.
- Provide assistance with preparation of sandwiches when required by Catering Manager.
- Liaise between the Catering Manager and the Local Authority on entitlement of students to free school meals.
- Liaise with the SLT link on the allocation of free school meals to staff in return for lunch time supervision and ensure these are managed on the system.
- Reconcile all monies received through the cashless catering system and paid directly by users, against meals purchased through the tills.
- Liaise with the Catering Manager to ensure that all food and supplies orders are placed in sufficient time to allow menus to be offered.
- To check all catering deliveries against order and deliver documentation and liaise with the Finance Department regarding any discrepancies.
- Receive hospitality and catering bookings from within the Academy and ensure that these are diarised and notified to the Catering Manager and other relevant staff.
- Ensure that any meals claimed by OGAT staff are recorded and notified to the Finance Department for recharging.
- Work towards and promote the vision and the current aims outlined in the Academy Development Plan.
- Support and contribute to the achievement of every child's outcomes.

- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.
- Undertake professional development activities to enhance personal development and performance.
- Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.
- 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.

Special Features

- 25 hours per week, term time only plus 5 days.

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.