Chauncy School Catering Manager Job Description

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| Catering Manager  |
| Scale:  | H6 point 19 – Permanent Contract (term time only) |
| Responsible for:  | Catering Assistants  |
| Job Purpose:  |
| The post holder will be responsible for the effective operation of the kitchen and canteen area to ensure that all students and staff who require food and drink, producing breakfast, morning break and a lunch service.To manage the food and drink offer to ensure that it is attractive to students and staff and that it meets health, nutritional and allergy standards. To manage the financial operation of the kitchen to ensure that the required profit margins are achieved. Ensure that there is a harmonious kitchen team who work as one team; this will be achieved by supervision, training and the allocation of duties.  |
| Principal Duties and Responsibilities  |
|  Support for Students * Ensure all food is planned, prepared and supports the school’s healthy eating policies
* Consider dietary needs of children and varied cultural and religious backgrounds
* Ensure that allergy information is readily available and understood by students and their parents

Support for the School * Ensure that the correct amount of food is prepared to ensure that all students and staff are able to make a purchase and that appropriate choice is available for the whole of service
* Plan balanced menus, prepare and cook food including any special dietary needs
* Stock control including the ordering of stock in accordance with financial regulations
* The checking and recording of all food received, quantities of ingredients used and the number of meals produced and served
* Monitor supplier pricing to ensure that profit margins are achieved, identify new suppliers and bring them on-board
* Plan and deliver food theme days and weeks to keep student interest in the school’s food offer and to encourage students to try new foods
* Carry out food lost control as required and ensure that food wastage is minimised
* Provide refreshments as ordered by senior staff, e.g. Governor meetings, external visitors etc.
* Plan, support and deliver the food and drink offer for school events such as Inset days, open evenings and other events
* Ensure that no food is removed from the premises

 Carry out all clerical duties as required  |
| Staff Supervision * Plan and co-ordinate staff rotas and duties ensuring that roles are regularly rotated and that cover is available when required
* Ensure that all staff work the required hours and that the correct break periods are observed
* Management of staff sickness absences, medical appointments etc. with support from the HR Manager
* Induction of new staff
* Ensure that the training needs of all staff are met
* Work as part of a team appreciating and supporting the role of other people in the team
* Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background
* Undertake personal development through training and other learning activities as required
* Recognise own strengths and areas of expertise and use these to advise and support others
* Be prepared to give practical help in any part of the kitchen should the need arise

 Health and Safety/Compliance * Ensure the cleanliness of the kitchen, its equipment and surround
* Recording the delivery temperatures of food received from suppliers
* Ensure that all food deliveries are put away on a timely basis and stored in the correct manner
* To complete the Safer Food better Business (SFBB) in line with the legal requirements and use as a daily working document
* Maintain food temperature records and ensure that probes are regularly calibrated
* Ensure the security of the kitchen, associated stores and surround
* Ensure that Food Hygiene and Health and Safety Regulations are adhered to at all times for all food and drink outlets
* Ensure that the Health and Safety at Work Act is observed within the kitchen and dining areas and report any accidents in the kitchen or complaints regarding staff welfare
* Maintain COSHH information sheets
* Report faults in equipment and request necessary day to day maintenance of this when required
* Adhere to existing working practices, methods, procedures, undertake relevant
* training and development activities and to respond positively to new and alternative

 systems * Be aware of and comply with policies and procedures relating to child protection,
* health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Other * Attend and participate in meetings as required
* The post holder may be required to work flexibly to support school events and
* Activities
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| Personal Attributes |
| * Be a Chef Manager or a Catering Manager with a craft background
* Holds a recognised cooking/catering qualification
* Communicates in a clear, accurate and manner
* Demonstrates a broad knowledge of the school’s activities and how they contribute to the school’s performance as a whole
* Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration
* Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice
* Is able to handle the physical effort of continuous lifting throughout the shift, stacking, foodstuffs at higher and lower levels, pushing heavy trolleys, lifting large cooking utensils and moving kitchen equipment
* Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it appropriately
* Experience of school catering supervision
* Experience of supervising staff within a relevant environment
* Awareness of School Food Guidelines/Healthy Schools Initiatives
* Demonstrate an understanding of inclusion
* Ability to relate well to students and adults
* Knowledge of health and safety procedures and precautions
* Awareness of COSHH regulations

Qualification & Training * A recognised catering qualification is required NVQ or City & Guilds 706 parts 1 & 2 or relevant adequate experience working in the catering industry
* Post Holder must possess a current food hygiene certificate
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| Other  |
| * This appointment is with the governors of the school under the terms of a contract signed with the governors as employers. It is subject to the current conditions of service applicable for this post and other current education and employment legislation.
* The successful candidate will be subject to Enhanced Disclosure checks.
* All employees of Chauncy School have a responsibility to comply with policies and procedures relating to the safeguarding of students, child protection, health, safety, confidentiality, internet acceptable use (including social networking) and data protection.
* All employees are expected to be flexible in undertaking their duties and meeting their responsibilities. Staff are expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.
* This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade.
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