**POSITION: Catering Manager**

**JOB OVERVIEW**

**Summary of role**

The role of the Catering Manager is to produce and deliver high-quality, freshly prepared meals for lunch service and boarding staff and pupils during term time and our nursery all year round.

We expect the Catering Manager will possess relevant qualifications and experience for a busy hands-on role and deliver culinary quality with pride and passion. They should have a real desire to produce delicious meals which will delight both children and adults.

**Reports to:** The Catering Manager is directly responsible to and supervised by the Head of Operations. However, the Catering Manager may also receive instructions from the Head, who is responsible for the leadership and management of the School and is answerable to the Inspired Learning Group Board (ILG).

**JOB DESCRIPTION**



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| **KEY TASKS**  | **Main Duties and Responsibilities** |
|   |  Food* Planning menus according to a fixed budget and following guidelines on nutrition and healthy eating
* Monitoring and managing supplies within a budget. Keep records and manage account.
* To prepare, cook and appropriately present meals and buffets for pupils, staff and special functions as required.
* To ensure routine day to day as well as specialised cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas, as directed by the Head of Operations.
* To ensure waste is controlled regarding preparation and cooking.
* To maintain the highest standards of health, hygiene and safety.
* To manage and control all food, to include receiving and checking stock, checking equipment and materials are used correctly, closely monitoring portion control.
* To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out properly.
* To immediately report all accidents, near misses, damage or breakages to the Head of Operations.
* To actively assist in ensuring a five-star food hygiene rating.
* To ensure that the school/nursery kitchen is open and closed at the required times and secured when not in use.
* To preparation and cooking of healthy and satisfying meals that provide the optimal nutritional value for growing young children and pupils (in line with legislation applicable to school meals e.g., School Food Plan)
* To be aware of special dietary requirements: coeliac, dairy free and diabetics etc.
* Ensure that food safety and health & safety policies and guidelines are adhered to.
* Maintain a high standard of personal and food hygiene as required by the Food Safety Act 1990, ensuring high standards of cleanliness and housekeeping in the kitchen, including completion of all records and documentation legibly and correctly.
* Strictly following procedures around dietary requirements and food allergens
* All staff are expected to observe all health and safety at work regulations
* Comply with HACCP and COSHH procedures.
* Undertake all tasks as trained and directed so that high standards of health and safety and food hygiene are met.
* To meet all statutory requirements for Ofsted and Local Authority Hygiene inspections

Operational * To oversee and direct the lunch service operation in the dining hall. On these occasions, to interact with diners and ensure that food service runs smoothly and staff are instructed confidently.
* To undertake any other tasks appropriate with the duties and responsibilities of the post including events and conferences.
* To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively
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| **General** |
| Owing to the presence of pupils in the school, strict rules governing staff behaviour and in particular, regarding access to areas of the school are in place. Details may be obtained from the Head.This role is a hands-on role with an expectation that the successful candidate will be cooking for a large proportion of their time.  |
| **Training and Work Equipment** |
| The Catering Manager will be expected to hold and maintain both current Hygiene and First Aid qualifications. The school will provide training or pay reasonable training costs where the need arises. “Everyday” work equipment and Personal Protective Equipment will be provided.  |
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| **Person Specification**  |
|  | **Essential**  | **Desirable** |
| **Qualifications** | * Educated to O level/GCSE standard or equivalent with passes in English and Maths.
* Food hygiene and safety level 2
 | * City & Guilds 706/1 & 2 or NVQ level 3 in catering
* Certificate in First Aid
* Allergen training (FSA)
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| **Experience** | * Significant previous experience at a minimum level of CdP.
 | * Experience in a high volume catering organisation
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| **Knowledge** | * Food safety standards, policies, and legislation
* Strong understanding of nutrition
 | * Health and safety practices.
* To be familiar with and be able to follow HACCP & COSHH.
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| **Skills and Attributes** | * A dedicated and passionate team player, able to work with people at all levels.
* Reliable, organised, patient
* Hands on but able to switch attention when needed
 | * Ability to communicate effectively with all members of the school community, e.g. children, pupils, staff and parents
* Innovative in their approach Ability to prioritise and multi-task effectively
* Amenable and flexible;
* Prepared to respond to requests at short notice Discrete, tactful, and diplomatic
* A creative flair, an innovator. Passionate about food and service
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| **Personal Qualities** | * Be an effective team player that works collaboratively and effectively with others
* Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences
* Support, motivate and inspire both colleagues and pupils by leading through example
* Suitability to work with children
* Confidence, warmth, sensitivity, reliability and enthusiasm
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| **Equal Opportunities and Commitment** | Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin,**Demonstrate a commitment to:*** safeguarding and child protection equalities
* promoting the school’s vision, values and ethos
* high quality, stimulating learning environment
* relating positively to and showing respect for all members of the school and wider community
* ongoing relevant professional self-development
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Inspired Learning Group committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks and employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).