

**Head Teacher:** Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL

**Deputy Head:** Mrs Lisa Kay; BEd (Hons), NPQH

## JOB DESCRIPTION

**Job Title:** Catering Manager

**Salary Grade:** Grade F

### Post Objective

Responsible for the safe, effective and efficient operation of the catering service at Arboretum Primary school, including the planning, preparation and presentation of food and beverages to the required standard within the budget limitations.

Maintain the highest standards of food hygiene, food nutrition and health and safety.

### Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

**Accountable to:** School Business Manager

**Accountable for:** All school catering staff

## PRINCIPAL DUTIES AND RESPONSIBILITIES

### Catering Service

1. Take responsibility for preparation, cooking and service of food at Arboretum.
2. Assist with the development of school policies and procedures relating to catering services.
3. To plan and deliver menus which meet the national nutritional standards as a minimum requirement, providing a variety of foods cooked in a variety of ways to encourage healthy eating.
4. To cater for the dietary needs and preferences of pupils from varied cultural and religious backgrounds, ensuring that children with specific dietary needs or allergies are served food that is safe for them to eat.
5. To ensure all kitchen staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.
6. Ensure compliance with health and safety, food hygiene and COSHH regulations at all times.

7. To ensure all relevant Policies and Procedures are continuously applied, monitored, and reviewed; all documentation is kept up to date.
8. To participate in a whole school approach to healthy eating and support the development of the primary curriculum regarding nutritional values /food technology.
9. To implement local promotions/theme days, as required, often in line with the school curriculum or events of national importance.
10. To participate in and contribute to wider school activities relating to the catering service and nutritional values.

### **Facilities and Resource Management**

11. Order food goods and other commodities from suppliers within the agreed school catering budget.
12. To seek out suppliers ensuring that quality goods are purchased and the school receives value for money.
13. Ensure storage and management of food and other consumables in line with health and safety and hygiene regulations.
14. To maintain the kitchen and dining areas to the highest standards, ensuring compliance with hygiene and Health & Safety regulations.
15. Ensure that kitchen equipment throughout the school is used safely, in accordance with training, and is maintained regularly, ensuring compliance with hygiene and Health & Safety regulations.

### **Staff Management**

16. To manage the staff within the catering function to ensure cost effectiveness and high quality delivery of service.
17. To ensure that staff are adequately trained and kept up to date with the required qualifications, particularly in respect of hygiene regulations and management of Health & Safety regulations.
18. To organise, develop and supervise staff, including the planning of staff availability against workload, in order to achieve a high level of service.
19. To participate in the selection, appointment, induction and training of catering staff.
20. To participate in staff performance management, and lead performance management of all kitchen staff, providing training and development as necessary.
21. To hold regular team meetings/briefings with all kitchen staff and liaise with senior school managers, as required.

### **General**

22. During periods of cooking and serving food the kitchen environment is likely to have higher than normal temperature, especially in hot weather conditions.

23. To use computer as appropriate for example ordering or accessing food nutrition software; to use Microsoft software (Word, Excel & Outlook).

**This is not a complete statement of all duties and responsibilities of this post. The post-holder may be required to carry out any other relevant duties as reasonably required by the Head Teacher or Business Manager, however the responsibility level should not exceed those outlined above.**

**Postholder Name .....**

**Signature ..... Date .....**