



# SEAX Multi-Academy Trust

Employee's Name .....

Employee's Signature ..... Date .....

**Catering Manager  
with responsibility for preparing simple food such  
as jacket potatoes, baguettes/paninis**

## Job Description & Person Specification

<b>Job Title:</b>	<b>Catering Manager with responsibility for preparing simple food such as jacket potatoes, baguettes/paninis</b>
<b>Grade:</b>	<b>Scale 5 (Points 8-11)</b>
<b>Based at:</b>	<b>Thriftwood College</b>
<b>Reports to:</b>	<b>Executive Headteacher, College Lead</b>
<b>Responsible for:</b>	<b>College Catering Staff Assistant</b>
<b>Liaison with:</b>	<b>Catering Assistant, Other College Staff/SLT, Pupils, Suppliers</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the college management</li> <li>Maintenance of the highest standards of personnel management, hygiene and health &amp; safety</li> </ul>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"> <li>To maintain the highest standards of personal and general cleanliness and hygiene to comply with statutory and college regulations</li> <li>To cook and prepare food, ensuring prioritisation of key tasks so that food is prepared on time</li> <li>To be responsible for providing a professional, efficient and effective catering support service to the college</li> </ul>



[www.kingswodehoe.essex.sch.uk](http://www.kingswodehoe.essex.sch.uk)



[www.langhamoaks.co.uk](http://www.langhamoaks.co.uk)

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[www.thehawthorns.com](http://www.thehawthorns.com)

## **Job Description: Catering Manager with responsibility for preparing simple food such as jacket potatoes, baguettes and paninis**

### **Duties:**

#### **Catering**

- To be responsible for the preparation and presentation of simple hot and cold dishes, to the required statutory regulations and college standards
- To provide simple lunch dishes (40-50 per day), for example jacket potatoes, baguettes/paninis
- To ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation
- To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly
- To be responsible for planning and ordering
- To ensure the prompt service of all meals and functions provided, as required by the Executive Headteacher/College Lead
- To ensure that all catering activities are carried out in line with the pre-agreed college budget
- To be responsible for cleaning rota, deep clean of café area and completion of records for Health and Safety
- To follow food standard regulations and maintain high standard of cleanliness and hygiene at all times
- To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately
- To adjust the menu to eliminate unpopular or costly items
- To purchase all supplies through agreed suppliers and advise the School and College Business Manager/Executive Headteacher of any unsolved difficulties with suppliers
- To be responsible for stock control and rotation of stock

#### **Communications**

- To maintain regular contact with the School and College Business Manager, Executive Headteacher/College Lead and other senior managers
- To actively monitor satisfaction with food provided on a weekly basis

#### **Health & Safety**

- To report all accidents and unfit foods
- To ensure that all aspects of Health & Safety legislation are complied with so far as the catering service is concerned
- To ensure that the cleaning schedule is complied with and to carry out cleaning as required

#### **Other**

- To take all necessary steps to ensure maximum security of kitchen supplies, equipment and monies
- To identify and recommend improvements and cost savings to the benefit of the customer

## General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider college community
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the college and Trust
- Comply with all **College and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

*This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.*

**Person Specification: Catering Manager with responsibility for preparing simple food such as jacket potatoes, baguettes and paninis**

<b>Qualifications &amp; Experience</b>			
<b>Detail</b>		<b>Essential</b>	<b>Desirable</b>
Specific qualifications & experience	Relevant qualifications to NQF Level 3 including Food Safety (training will be provided)  Ensure the operational efficiency, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management.	✓	✓
Knowledge of relevant Procedures	Knowledge of hygiene and health and safety. Knowledge of First Aid General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations	✓	✓ ✓ ✓
Literacy	Good Reading and writing skills	✓	
Numeracy	Ability to count and undertake calculations	✓	
Technology	Ability to use kitchen and cleaning equipment	✓	
<b>Communication</b>			
Written	Ability to write menus and reports	✓	
Verbal	Listening Skills Ability to exchange verbal information clearly with children and adults	✓ ✓	
Languages	Use initiative to overcome communication barriers with children and adults	✓	
Negotiating	Ability to consult effectively with children and adults	✓	
<b>Working with Children &amp; Others</b>			
SEND	Understand and support the differences in children and adults and respond appropriately in relation to the role	✓	
Behaviour Management	Understand and implement the school's behaviour management policy		✓

Relationships	Ability to establish rapport and build respectful and trusting relationships with children and other adults	✓	
Team work	Work effectively as part of a team Ability to work independently Know when and how to seek support Know when and how to hand over control Knowledge of own position within a team environment and the boundaries which apply	✓ ✓ ✓ ✓ ✓	
Information	Ability to provide timely and accurate information when required	✓	
<b>Responsibilities</b>			
Organisational skills	Excellent organisational skills Ability to remain calm under pressure	✓ ✓	
Line Management	Ability to manage and support the work of others	✓	
Time Management	Ability to manage own time effectively Demonstrate a flexible approach	✓ ✓	
Creativity	Demonstrate creativity and an ability to resolve problems independently	✓	
<b>General</b>			
Equalities	Demonstrate a commitment to equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand and promote procedures and legislation relating to confidentiality Understanding, implementation and promotion of the Trust's Data Protection Policies	✓ ✓	
CPD	Be prepared to develop and learn in the role	✓	