



# Job Description

## Catering Manager

<b>Reporting to</b>	Finance Director
<b>Responsible for</b>	Managing the provision of school meals
<b>Working Time</b>	32.5 hours per week, 39 weeks per year
<b>Salary/Grade</b>	Grade 3
<b>Disclosure Level</b>	Enhanced CRB

### Level Description

The post holder will have a proactive, comprehensive role in ensuring that school catering provision is maintained and operated to specific standards under the direction of the Finance Director. The school catering operation is run 'in house' to high standards, and take up of food by students is high.

Regular duties are carried out within recognised procedures or guidelines, however when the school is under-going a period of change the post holder will need to be proactive in planning for change, working with the School Leadership Team, and providing guidance and training to the Catering team.

There will be a need to interpret information or situations and to resolve varied problems.

The post holder will have direct supervision for staff including the Catering team and some cleaning staff including performance review and staff development.

The post holder will contribute to the strategic development of the Catering provision across two school sites.

### Areas of Responsibility

The post holder will:

- 1) Plan, organise and develop the food and beverage services of the school, whilst meeting customer expectations, food and hygiene standards. This involves menu-planning, ensuring health and hygiene standards, and health and safety regulations are rigorously maintained.
- 2) Manage the budgets for food supplies, consumables, staff in line with plans by sourcing economical suppliers, estimating portion requirements accurately to avoid over-ordering, planning economical menus and calculating/monitoring

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required staff casual hours appropriately. The budget for 2012/13 is expected to be:

- £89,000 staffing
  - £78,000 food and consumables.
- 3) Be proactive in meeting income targets across both school locations, the budget for 2012/13 is expected to be £140,000 cash income in addition to grant income.
  - 4) To plan and provide catering for school events, parents evenings, outside bookings catering requirements and community bookings.
  - 5) To manage a team of staff, expected to comprise 9 part time staff. This involves; leading and motivating the team, planning staffing hours, arranging cover for absence, recruiting and training staff, monitoring the quality of the food and service provided.
  - 6) Keeping financial and administrative records using a computerised till system.
  - 7) Monitoring stock levels and ordering as required.
  - 8) Monitoring equipment and facilities requirements and referring replacement/repair queries to the Finance Director.
  - 9) The post holder will have a 'hands on' role in preparing and cooking food, cleaning, serving food, interacting with students and staff and taking cash.

This job description sets out the major duties and other tasks associated with the stated purpose of the post. Other duties of a similar level or nature are not excluded simply because they are not itemised.

January 2012