

JOB DESCRIPTION

JOB TITLE:	Catering Manager
PLACE OF WORK:	Heygarth Primary School
REPORTING TO:	Headteacher
RESPONSIBLE FOR:	Catering staff in the establishment
SCOPE AND GENERAL:	To manage and control the catering service and to provide the service for the client according to their specification within the standards laid down by the School.

DUTIES

1. To ensure prompt and efficient preparations and service of all meals and breaks at the required time are being provided to the standard laid down by the School and to the School's satisfaction.
2. To assist with the planning of the menu
3. Compliance with the menu and nutritional standards
4. To maintain satisfactory relationships at all levels within the School.
5. To ensure that the control of raw materials and portions are to the School's standards, using the School's systems designed and introduced by RPJ3 Group.
6. To display and practice a friendly and supportive interaction with customers at all times during service in order to deliver a children focused lunchtime - for every child.
7. To ensure the School's accountancy, documentation and administration procedures are carried out to the approved standard and that the necessary weekly returns are completed accurately and at the appointed time.
8. To assist with recruit, interview, control and discipline staff according to the needs of the School, within the procedure laid down by the School and Government Legislation.
9. To maintain the Legal and School's standards of hygiene and safety and take any action as is necessary.
10. To complete the Safer Food Better Business (SFBB) in line with the legal requirements and use as a daily working document

11. Ensuring equipment is maintained and repairs reported to the school and recorded
12. To take all necessary steps to ensure maximum security of the kitchen, store, office, safes and monies and any other areas under the control of the catering department.
13. To have special regard to the welfare and maintenance of the kitchen staff and to monitor their performance and organise training and coaching as necessary, and record on the appropriate documents.
14. To make regular reports to the School & governors, working alongside RPJ3 Group and to make any reports as necessary pertaining to current results or events.
15. To attend to any reasonable request made by the School.
16. To actively promote the service encouraging children to use the services.
17. To organise any special function from time to time, some of which may occur outside of normal working hours.
18. To supervise and oversee additional school services to the standards required by the School, using control and monitoring systems provided by the School to ensure adherence to the required, agreed specification for any additional service.

IRREGULAR DUTIES

1. To attend to customer complaints and compliments as satisfactorily as possible.
2. To attend to and take all necessary action, statutory and otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities in any service covered by the remit and complete the necessary return and/or reports.
3. To attend meetings and training courses as requested.
4. Ensure personal appearance is well groomed at all times.
5. To attend to any reasonable request made by the Headteacher or line Manager.

Issued By : Date :

Read and Understood : Date :