

JOB DESCRIPTION

JOB TITLE:	Catering Manager
PLACE OF WORK:	Holt Trinity C of E Primary School, Hoylake
REPORTING TO:	Business Manager
RESPONSIBLE FOR:	Catering Staff.
SCOPE AND GENERAL:	To manage and control the catering services and to provide the service for the school 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. To ensure that they are being provided to the standard laid down by the School and to the School's satisfaction.
 2. To ensure prompt and efficient preparations and service of any hospitality requirements at the required time. To ensure that they are being provided to the standard laid down by the School and any external clients and to their satisfaction.
 3. Planning of and delivering pupil focused menus which are exciting for lunch for all pupils. Ensuring that they are balanced multi choice menus, in accordance with nutritional standards, considering the dietary needs and preferences of pupils and varied cultural and religious backgrounds and that are cost within the allocated budgets
 4. 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.
 5. To maintain satisfactory relationships at all levels within the School.
 6. To ensure that the control of raw materials and portions are to the School's standards.
 7. To ensure the School's accountancy, documentation and administration procedures are carried out to the approved standard and that the necessary weekly & monthly returns are completed accurately and at the appointed time.
 8. To plan & prepare theme days and promotions
 9. To manage and motivate the catering team to deliver the catering services to a high standard which achieve the agreed KPI's daily.
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10. To monitor and grow catering sales across the school day
 11. To assist with recruitment, interview, control and discipline staff according to the needs of the School, within the procedure laid down by the School and Government Legislation.
 12. To assist in completing the performance management of all catering staff.
 13. Identify training needs of your team and assist in making provisions for development
 14. 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.
 15. To maintain the legal and School's standards of hygiene and safety and take any action as is necessary.
 16. To ensure the Safer Food Better Business (SFBB) is completed in line with the legal requirements and use as a daily working document
 17. Ensuring equipment is maintained and repairs reported to the school and recorded
 18. To take all necessary steps to ensure maximum security of the kitchen, store, office, safe and monies and any other areas under the control of the catering department.
 19. To make regular reports to the School, working alongside RPJ3 Group and to make any reports as necessary pertaining to current results or events.
 20. Promote healthy eating within the School, this may include presenting and working with students and/or parents within classes or events after school.
 21. To attend to any reasonable request made by the School.
 22. Assist with the development of School policies and procedures relating to catering services.
 23. To actively promote the service encouraging pupils to use the services.
 24. To organise any special function from time to time, some of which may occur outside of normal working hours
 25. To maintain high standards of personnel hygiene, reporting any stomach disorders or infections of self or close family to the school
 26. Ensure personal appearance is well groomed at all times
 27. To manage 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.
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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.

GENERAL CONDITIONS

1. All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and college instruments and regulations and other legal requirements, nationally agreed codes of practice, which are relevant.
2. All duties will be carried out in the working conditions normally inherent in the particular job.
3. All necessary paperwork must be completed correctly and at the appropriate time – orders, stock control, monthly profitability statements, risk assessments and Safer Food Better Business being the main ones.
4. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
5. Informing line managers of any problems.
6. Monitoring and recording any absence with catering staff and informing the line manager of any constant absence.
7. Phone into work before 8.00 am if you are ill and try to arrange self-cover.
8. Arranging cover for sickness and holidays in advance when possible for the catering team.

Issued By :

Date :

Read and Understood :

Date :
