

Job Description

Department	Kitchen	Division	
Designation of Post	Level 5 Facilities (Catering Manager/Catering In-School 5)	Grade	Band G
Responsible to	School Business Manager, Headteacher		
Immediate Subordinates			

Job Purpose

To be responsible for the safe, effective and efficient operation of all aspects of catering services within one or more schools.

Key Tasks

1. Take responsibility for preparation, cooking and service of food in one or more schools
2. Assist with the development of school policies and procedures relating to catering services
3. Plan, operate and control the production and service of food-related duties, setting out programmes of work and supervising other catering staff
4. Devise, plan and prepare balanced multi and/or limited choice menus with the cook(s), 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
5. Order food goods and other commodities from suppliers within the agreed school(s) catering budget
6. Take responsibility for the cleanliness of equipment, the kitchen and dining areas in school(s)
7. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
8. Ensure storage and management of food and other consumables in line with health and safety and hygiene regulations.
9. Security of the kitchen and surrounds
10. Administrative duties as required.
11. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. Organise catering for functions sometimes resulting in income generation.
2. Promote healthy eating within the school, this may include presenting to pupils within classes
3. Test / develop new food products / menus.

NOTE:

This job description will be reviewed regularly and may be subject to amendment or

modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head of Service Mrs Jane Fagan

Date 1st September 2025