

### Christ Church C of E Primary School

Catering Manager

Job Description

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| |  |  | | --- | --- | | **JOB TITLE:** | Catering Manager | | **PLACE OF WORK:** | Christ Church C of E Primary School, Moreton. | | **REPORTING TO:** | Head Teacher | | **RESPONSIBLE FOR:** | Catering staff in the establishment | | **SCOPE AND GENERAL:** | To supervise and control school catering services within the standards laid down by SFBB and all relevant H&S, FHRS the School procedures and policies. |   **Description of duties**  To work as part of the Christ Church CE School Team; following school policies, procedures and acting at all times within the distinctive Christian Ethos of the school. To work closely with colleagues to provide a healthy, safe, secure and enjoyable eating experience for pupils.  **Food Service and Nutritional Standards**   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. 2. To work creatively to support wider school activities and catering promotions. 3. To review menus in consultation with pupils and staff and adopt nutritional advice provided by RPJ3 4. To ensure all allergen management systems are rigorously adhered to.   **Health & Safety**:   1. Ensure strict compliance with all food hygiene, health, and safety regulations, maintaining a clean and safe kitchen environment and ensuring staff follow proper food handling procedures. 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. 2. To maintain the Legal and School’s standards of hygiene and safety and take any action as is necessary. 3. To take all necessary steps to ensure maximum security of the kitchen.   **Financial Management**:   1. Manage catering budgets, control costs, monitor stock levels, order supplies efficiently, and maintain accurate financial and administrative records.   **Staff Management**:   1. Train, mentor, and manage catering staff, including liaising with school business manager for absence cover arrangements, conducting performance reviews with support from the senior leadership team, and ensuring they meet high standards of service and safety.   **Operations Management**:   1. Oversee daily kitchen operations, from food preparation and cooking to serving and dishwashing, and manage the cleanliness and maintenance of kitchen facilities and equipment.   **Communication and Participation within the Whole School Team**   1. To maintain positive relationships at all levels within the organisation. 2. To attend regular team leader briefings and ensure information is cascaded so that catering staff are included and informed 3. To attend whole school meetings and training courses as requested. 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 promote a positive uptake of school meals from pupils. Liaising with parents, carers, school office and SLT to positively market food service.   **Quality Assurance**:   1. Monitor the quality of the food and service provided, ensuring portion control, minimizing food waste, and implementing effective waste management programs.   **Record Keeping**:   1. Maintain detailed records of customer numbers, stock takes, meal counts, food safety compliance, and health and safety incidents. 2. To make regular reports to the client, working alongside RPJ3 Group and to make any reports as necessary pertaining to current results or events.   **Wider Responsibilities**   1. To attend to any reasonable request made by the Client. 2. To organise any special function from time to time, some of which may occur outside of normal working hours. 3. 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. 4. To ensure adequate provision for meals provided by wrap around childcare provided by the school.   **IRREGULAR DUTIES**  To attend to customer complaints and compliments as positively as possible.  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.  The dinner period should be a pleasant experience for all concerned. The Catering staff must act as responsible caring adults with the health, safety and welfare of the children always in mind, must show conduct which commands respect and must see that the children are well fed and supported.  The Catering staff must be aware of how to get access to the nearest first aid equipment, telephone and of the fire evacuation procedures which will be led by the responsible member of the Senior Leadership Team (SLT), Headteacher or Assistant Headteachers.  **Duties and responsibilities – CPD**  Review and develop own professional practice by attending relevant courses and provide feedback to colleagues  Undertake appraisal of own practice with line manager and act as appraiser for catering team, supported by RPJ3  **Duties and responsibilities – general**  Responsibility to the Headteacher/ Assistant Headteachers.  To respect the confidentiality of sensitive information shared by staff, parents/carers & pupils  Contribute to the overall ethos, aims and work of the school  To understand and comply with the school’s Safeguarding policy and guidelines.  Maintain confidentiality at all times and to observe Data Protection guidelines  Understand and comply with the school’s equal opportunities and other policies  Understand and comply with the school’s behaviour policy  To understand and comply with the School’s Health and Safety policies  Ensure the health, safety and welfare of pupils is maintained at all times  Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.  Deal with any immediate problems or emergencies in accordance with the school’s policies and procedures. |
| Member of staff: …………………………….  Headteacher: ……………………………….  Date: …………………………………………. |