



## **Job Description: Catering Manager**

**Location:** Townfield Primary School

**Reporting to:** Headteacher

**Responsible for:** Catering Staff

### **Job Purpose**

To manage and control the catering services and provide the service for the school according to their specification within the standards laid down by the school. You will lead and motivate the catering team to deliver high-quality, pupil-focused meals while achieving daily KPIs and maintaining strict budgetary control.

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### **Safeguarding Statement**

Townfield Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check and provide satisfactory references prior to appointment. We are an equal opportunities employer.

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### **Key Responsibilities**

#### **Service Delivery & Quality**

- Ensure prompt and efficient preparation and service of all meals and breaks at the required time.
- Deliver any hospitality requirements to the standards laid down by the school and external clients.
- Assist with planning and delivering exciting, pupil-focused lunch menus.

- Ensure menus are balanced, multi-choice, and meet nutritional standards while considering dietary, cultural, and religious needs.
- Maintain high craft standards, using "scratch cooking" to create enjoyable food for students.
- Organise theme days, promotions, and special functions, some of which may occur outside normal working hours.

### **Team Leadership & Management**

- Manage, motivate, and develop the catering team to deliver high-standard services.
- Assist with recruitment, interviewing, and staff discipline according to school procedures and legislation.
- Identify training needs and provide coaching, mentoring, and performance management for all catering staff.
- Organise cover for sickness and holidays in advance whenever possible.

### **Financial & Administrative Control**

- Control raw materials and portions to the school's standards.
- Complete all accountancy, documentation, and administration procedures, including weekly and monthly returns, accurately and on time.
- Monitor and grow catering sales across the school day.
- Actively promote the service to encourage pupils to use the facilities.

### **Health, Safety & Hygiene**

- Maintain legal and school standards of hygiene and safety.
- Use "Safer Food Better Business" (SFBB) as a daily working document in line with legal requirements.
- Ensure equipment is maintained and all repairs are reported and recorded.
- Ensure maximum security of the kitchen, store, office, and monies.
- Comply with the Health and Safety at Work Act and all relevant national codes of practice.