



Job Description:	Catering Manager
Reports to:	Headteacher
Location:	Manor House School
Hours:	Monday- Friday, Term Time+ 10days 7am – 2pm

Main Purpose of the Job:

The post holder will:

- support the proactive management of the school
- provide a clean, hygienic and well-presented environment
- provide the school with a safe environment for all people – pupils, staff, visitors and contractors

Responsibilities:

THE POST HOLDER WILL:

- run the kitchen
- prepare the dining area of service, which may include moving and/or setting up furniture, setting up of trolleys and the cleaning and dismantling of these as required after service.
- prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the meal.
- Lead in the preparation, cooking and serving of food and beverages.
- serve the food according to the style and type of operation.
- wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
- clean on a daily basis all catering areas
- carry out routine cleaning to a fixed schedule, to the school and dining area
- carry out ad hoc cleaning as and when required
- assist in the day to day management of cleaning materials stocks and reorder when necessary, ensuring that the school policies on approvals are followed
- reporting of maintenance work to be carried out
- ensure the safe storage and control of any potentially harmful materials and chemicals used within the School and ensure that such materials are appropriately marked and signposted
- provide support and cover for other members of the team when needs arise, e.g. in the event of sickness, during busy periods, holiday cover, etc.
- ensure the Health and Safety of all on site at all times by implementing the School's Health and Safety procedures

Skills and Experience:

- Good standard of personal hygiene and Basic Food Hygiene.
- Food preparation skills.
- Able to work under pressure and use own initiative.
- Able to meet deadlines.
- Able to work as part of a team.
- Good inter-personal skills.

Other Job-related Duties:

- To undertake other duties consistent with the scope of the post and within the competence of the post holder as required and directed by the Headteacher
- All employees are obliged to adhere to the company code of professional conduct, which is produced in the Employee Handbook.

Safeguarding:

The post holder will:

- Be aware, following training, of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of service users.
- Know how to identify potential abuse or neglect and follow safeguarding procedures.

Equal Opportunities:

At all times and on all occasions to promote and comply with the Schools commitment to Equal Opportunities.

Health and Safety:

Have a primary duty of care to self and ensure that appropriate health and safety practices are performed effectively to self and others.

Other Duties and Responsibilities:

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.