

Mountfield Heath School

Job Title **School Catering Manager**

Responsible to **Office Manager**

Responsible for **All kitchen staff**

Salary **£19,000 – £21,000**

JOB PURPOSE

To be responsible for the planning and preparation of high-quality food and catering service to the School. To manage and supervise all kitchen staff

KEY TASK AREAS & RESPONSIBILITIES

- To plan menus for the School with reference to the dietary needs of the Service Users
- To undertake the monitoring of stocks by date rotation, portion control and quality and in accordance with the budgetary controls set
- To set up and clean down the kitchen areas before and after day-to-day use
- To ensure that necessary preparation is undertaken for the day/weekly demand/needs of the School
- To be observant of the need to minimise waste
- To provide suitable food to staff/Service Users with special dietary requirements
- Check daily any visitor, staff, Service User mealtime requirements
- To personally observe all measures relating to Health and Safety, hygiene and food hygiene requirements
- To report on any equipment or maintenance requirements
- To prepare and place food orders and to deal with any enquiries and complaints to suppliers
- To ensure that supplies are ordered and are properly checked on delivery and that invoices are accurate
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations
- To keep relevant records and reports accurate and up to date
- To respond timely and with flexibility to urgent or last-minute staff/service requirements as a service providing function of the School
- To report any defeats, damage, theft, breakages, or hazards to relevant staff immediately

Staff

- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Line Manager, for example supervisions, annual appraisals, probation reviews and return to work meetings
- Lead and supervise the staff on shift to ensure that they carry out their duties and behave appropriately at all times
- Report issues that have arisen in the day promptly to the relevant person
- Ensure staff follow Company policies and procedures at all times and feeding back as and when necessary
- Support all staff and ensure their safety and well being
- Effectively hand over to other staff and teams as required
- Delegate responsibilities, work and tasks based on competence of staff and needs of the Company and review in order to promote teamwork and communication
- Ensure that any areas of insufficient staffing levels are reported to the relevant manager and that cover is provided to meet shortfalls
- Assist in the training and ongoing development of staff
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies

General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the School as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of catering work in a residential or educational or similar setting	√	
Experience of menu planning with reference to nutritional and budgetary control	√	
Experience at management level in similar setting	√	
Experience of supervising and appraising staff		√
Skills	Essential	Desirable
Good knowledge of catering practices including the use and storage of relevant products	√	
Good knowledge of food safety requirements	√	
Good knowledge of devising and implementing effective systems of working	√	
Ability to work independently and as part of a team	√	
Effective leadership skills	√	
Ability to motivate a team and individuals	√	
Effective communication skills, verbal and written	√	
Basic IT skills	√	
Good organisational and time management skills	√	
Qualifications & Training	Essential	Desirable
Willingness to work towards other relevant qualifications as required	√	
Undertake relevant group induction training on commencement	√	
Other	Essential	Desirable
Commitment to the values of the Organisation	√	
Driving Licence		√