



<b>Position:</b>	<b>Catering Manager</b>
<b>Line Manager</b>	<b>Business Manager</b>
<b>Accountability:</b>	<b>To the Headmaster &amp; Trust Board</b>
<b>Salary:</b>	<b>£21k to £32k - Dependent on experience</b>
<b>Start date:</b>	<b>May / June 2017</b>

## **Hours/Weeks**

Hours will be negotiable and flexible but the Catering Manager will be responsible for oversight of breakfast/morning break/lunch/after school clubs/evening/some holiday use. Actual hours are negotiable.

## **Job purpose**

- To be responsible for the Catering Department and its staff.
- To be responsible for the planning, ordering, preparation, cooking and service of food at Sir Thomas Fremantle School and the out of hours cafeteria.
- To maintain a high standard of service and hygiene within the Catering Department.

## **Main duties and responsibilities**

### **Catering Provision**

- Plan and provide a varied menu for the daily breakfast club for children.
- Provide snacks and drinks for the morning break sessions.
- Plan and provide a varied lunch menu for all pupils and staff, to include home-made soup and salad bar in addition to hot main meal.
- Provide snacks and drinks for all after-school clubs where appropriate.
- Ensure all meals and snacks are nutritious, healthy and of high quality.

- Be aware of students with special dietary needs, liaise with parents and plan meals accordingly.
- Ensure the attractiveness of the catering provision including food presentation and the eating environment.
- Where appropriate, support food technology lessons.
- Maintain all water and food vending machines.
- Ordering of foodstuffs, cleaning materials and disposables.
- To ensure good stock control, stock rotation, portion control, budgeting, safe food storage, security etc.
- To maintain an up to date inventory.
- To observe the financial regulations.
- All catering administration, record keeping and banking.
- Responsible for catering staff recruitment and staff records, including any overtime sheets, work rotas, cleaning schedules etc.
- To ensure the safe welfare of staff and pupils.
- Co-operating with STFS with regard to extra requirements such as governors' meetings, parents evenings, performances, social events, as and when they occur.
- To set a high standard of work, personal appearance and hygiene for staff to follow.
- To report all equipment failures/breakdowns, liaising with contractors.
- Training will be ongoing.
- To attend any training as deemed necessary for the post held.

### **Line management**

- Under the direction of the Business Manager, to manage the recruitment and performance review processes for their staff.
- To support their staff in continuing professional development by providing effective induction and appropriate activities and training.
- To hold meetings with their staff at appropriate, regular intervals and at least weekly.

## **Managing resources**

- Negotiate best value contracts with authorized suppliers to ensure the cost effectiveness of the catering service.
- Manage the catering budget, order or make all purchases and control stock.
- Plan daily menus, making provision as appropriate for special food diets, and order stocks accordingly.
- Carry out and oversee an additional thorough and rigorous deep clean of the kitchen on a termly basis.

## **Health and Safety**

- To take responsibility for health and safety in the workplace by undertaking risk analyses for the immediate work area and following guidance in the STFS Health and Safety Procedures Manual.
- To liaise with the school Headmaster, Business Manager, Site Manager and relevant Trust Governor(s) with regard to aspects of Health & Safety.
- Ensure that health and safety regulations are strictly observed.
- Keep detailed lists of individuals with special dietary requirements and food allergies.
- Ensure all catering staff know how and when to contact a trained first aider.
- Maintain standards of food and food hygiene in all aspects of the kitchen work.
- Ensure the safe operation of kitchen equipment at all times.
- Be aware of function and maintain and repair or cause to be repaired all machinery/apparatus in the kitchen as necessary.
- To liaise with the Environmental Health Officer as appropriate.

## **Other duties**

- To fully support the traditions, values and ethos of Sir Thomas Fremantle School.
- To supervise students as directed on occasion.
- To carry out any other duties that may reasonably be required by the Headmaster or the line manager.

## **Alterations**

*The job description sets out the main duties of the post at the date when it was drawn up. Such duties may change occasionally without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*

March 2017

D J Lyon  
Headmaster  
Sir Thomas Fremantle School

*The person appointed will be suitable to work with children. The appointment will be subject to the relevant checks to ensure that this is the case and to comply with Child Protection regulations.*

# SIR THOMAS FREMANTLE SCHOOL

Catering Manager - Person Specification



	Essential or Desirable
<p><b>Qualifications</b></p> <p>Catering qualification / Relevant Experience</p> <p>Supervising Food Safety qualification</p> <p>Food Hygiene Certificate</p> <p>Manual Handling Certificate</p> <p><b>Candidates will Ideally to have</b></p> <p><i>NVQ level 1 and 2 in Professional cookery</i></p> <p><i>Level 3 food safety or IOSH level</i></p> <p><i>A good Health &amp; Safety knowledge</i></p> <p><i>Allergen awareness</i></p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>

<p><b>Experience</b></p> <p>Previous catering experience</p> <p>Previous management experience within a catering setting</p> <p>Previous experience of managing ordering, setting prices, stocktakes and finance</p> <p>Experience of cashless systems</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
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<p><b>Personal skills</b></p> <p>Ability to lead and to work as part of a team</p> <p>Be flexible and adaptable and able to use your initiative as circumstances dictate</p> <p>Possess good communication skills to interact with staff, students and suppliers</p> <p>Be able to work effectively under pressure and to deadlines</p> <p>Basic IT skills</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
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