

# **THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE**



## **ASSISTANT CATERING MANAGER JOB DESCRIPTION**

**JOB TITLE:** Assistant Catering Manager

**GRADE:** Bucks Pay Range 2

**HOURS:** 37 hours per week, 39 weeks per year

**ACCOUNTABLE TO:** Catering Manager

**ACCOUNTABLE FOR:** Management & Operation of School Catering Services

**Purpose of this Job Description:**

The employer considers this document as a "snapshot" of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

**Responsible for:**

- The provision of quality food for the core pupil dining service, internal and external functions.
- Assisting the Catering Manager in ensuring that the department fulfils its requirements to a high standard.

**Overall Objectives:**

- The production of quality, fresh, healthy meals for core pupil dining.

**Main Responsibilities**

- To ensure a high standard of food quality.
- To ensure a high quality of food presentation.
- To ensure that the kitchen is cleaned and maintained to high standards as determined by Food Safety Legislation.
- To ensure that HACCP procedures are being met.
- To ensure that food safety documents are being recorded correctly.
- To assist in correct ordering and stock control.
- To follow the guidance of the Catering Manager and assist them in menu compilation for core dining.
- To provide a healthy balance of menu items and be aware of nutritional needs.
- To notify line manager on health and safety issues.
- To notify line manager on equipment repair and maintenance.
- To secure the department when required.
- To control and recycle wastage
- To work within budgets and menu costings.
- To assist with functions and conferences when required to do so.
- To undertake training as and when required to do so.

**Other**

- Any reasonable request made by the Catering Manager.
- Attend internal and external meetings or training courses as required

This job description reflects the present requirements of the position. The job description will be reviewed annually as part of the appraisal process. As duties and responsibilities change and develop, the job description will be subject to amendment in consultation with the employee.

**Health and Safety:**

As an employee you are expected to:

- To take reasonable care of your own health and safety
- To take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- To co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not to interfere with or misuse anything that's been provided for your health, safety or welfare
- To report any injuries, strains or illnesses you suffer as a result of doing your job
- To tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

**Particular H&S issues for this post are:**

- Working with knives, hot pans and liquids.
- Slips, trips and falls.
- Exposed to kitchen machinery and noise etc.
- Working hours outside of normal kitchen hours (evening functions, weekend, and holiday periods) when required

**Declaration**

I have received a copy of this job description and undertake to carry out the duties as described.

Employee Signature ..... Date .....

Print name .....

	Person Specification	
	Essential Criteria	Desirable Criteria
<b>Qualification</b>	Professional Catering Qualification in at least NVQ level 2 or City and Guilds equivalent  GCSE or equivalent in English and Maths	Professional Catering Qualification in NVQ level 3 or City and Guilds equivalent  Trainer Skills Certificate or equivalent
<b>Experience/ Knowledge</b>	To have worked in a catering environment where initiative and self- discipline are required  Understanding of health and safety principles and safe working practices in a catering environment  Understanding of Nutritional Guidelines in Schools	To have had at least 3 year's experience of working in a similar environment  Knowledge of Fire Safety Procedures  Understanding and knowledge of benchmarking and procurement methods
<b>Skills/Abilities</b>	Excellent culinary skills  Ability to cook fresh produce to a high standard	Able to teach and mentor staff  IT skills
<b>Aptitude</b>	Clean and tidy appearance  Shows integrity and discretion  Has a sense of humour  Mature approach to the work environment  Good communicator	Able to communicate well with staff and visitors  Interested and happy to communicate with young people  Interested in different cultures  Resourceful  Independent
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
<b>Equal Opportunities</b>	Understanding of the requirements of Equality and Diversity	