

THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE



CATERING MANAGER JOB DESCRIPTION

JOB TITLE: Catering Manager

GRADE: Bucks Pay Range 4

HOURS: 37 hours per week, 39 weeks per year

ACCOUNTABLE TO: School Business Manager

ACCOUNTABLE FOR: Management & Operation of School Catering Services

MAIN DUTIES AND RESPONSIBILITIES:

- To line manage the canteen team and carry out annual appraisals in accordance with the School's HR and Training Policies
- Responsible for the catering establishments' premises and equipment, as defined by the School and in accordance with the School's Health, Safety and Hygiene Policy
- To manage all aspects of productions and presentation of service, having regard for delivering high standards of health & safety, hygiene, nutritional value, allergen control, HACCP and customer satisfaction
- To produce regular analysis of accounts, to include food, drink, consumables and cleaning materials
- To maintain and revise all necessary records, systems and procedures to ensure the security and control of assets, resources and stock
- Ordering of the food, drink and cleaning materials required to ensure the ongoing, smooth running of the department
- To oversee food purchasing procedures, including complete regular supplier quality audits
- To ensure the security and reconciliation of stock; the authorisation of employee's wages in accordance with School Policies
- To develop and review an ongoing delivery of menus that meet with Government nutritional standards yet are enticing to students and staff alike

GENERAL

- To be aware of the School's aims, organisational values and behaviours and their impact on this post
- To conform to all relevant School Policies relating to safeguarding and student welfare
- To carry out administration and other functions related to the smooth running of the department
- To participate in working groups on relevant service and School matters as required
- To carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your actions or omissions at work and to co-operate fully with the School in all health and safety matters
- To attend and participate in Open Evenings and other events as required
- To take an active role in first aid when needed (training will be provided)
- To assist other aspects of the School where the skills of the Catering Manager may be of benefit
- To carry out other duties as may be reasonably assigned to you by the Headteacher or School Business Manager
- Must have good communication skills and be able to work as part of a team
- A high standard of personal hygiene is necessary
- Confidentiality of information must be maintained particularly concerning Free School meals information.
- The post holder must be able to work quickly and efficiently at all times in a busy environment
- Must enjoy working with young people and provide a high standard of customer service to pupils and staff
- To participate in the School's performance appraisal system.

This post may be subject to modification or amendment after consultation with the post holder.

Signed: _____ **Date:** _____
(Catering Manager)

Signed: _____ **Date:** _____
(Headteacher)