



L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

Job Title: Catering Manager

Pay Scale: NJC 10 – 15

Weekly Hours: 37 hours a week

Location: Birley Primary Academy

Line Manager: Caroline Bennett

Job purpose:

To manage and lead the day to day running and strategic overview of the academy's catering department.

Duties and Responsibilities:

- General management and oversight of the provision of catering services within an agreed budget.
- To be responsible for the preparation and presentation of all food to the required academy standard.
- To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.
- To uphold a high standard of food hygiene, safety and cleanliness in accordance with academy policies and statutory requirements.
- To maintain and adhere to the schools process for managing dietary and allergy requirements.
- To ensure correct management of allergens and dietary requirements.
- Line management and supervision/training of staff on a daily basis (including allocation of duties and work rotas and initial attendance and absence management).
- To ensure staffing levels are adequate to cover the required workload and within budgeted constraints.
- To ensure the correct and economical use of all materials and equipment
- To maintain adequate security of all stock and equipment.
- To maintain the required standards of cleanliness-for both premises and equipment.
- To report equipment, maintenance problems and energy leaks to the Line Manager.
- To help raise the profile of nutritious school food with the pupils and staff.
- To promote a positive, friendly atmosphere within the refectory area, offering a welcome to all students, staff and visitors.
- As required, to organise special functions, which may be outside of normal working hours.

Influencing and Managing Relationships:

- Headteacher
- External Contractors
- Parents and carers
- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Catering Manager Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> GCSE or equivalent pass in Maths and English Current Basic Food Hygiene Level 2 or above Additional relevant catering qualifications Manual handling certificate/willing to undertake training Trained First Aider 	E E E	D D
Skills and knowledge	<ul style="list-style-type: none"> Knowledge of food preparation including methods, portions, stock rotation, balanced meals and ordering Knowledge of budgeting and ensuring value for money in the delivery of a meals service Knowledge of Food Hygiene, COSHH, Health and Safety regulations and their application in the kitchen 	E E E	
Experience	<ul style="list-style-type: none"> Significant experience of working in an catering environment Experience of managing / supervising and training kitchen staff in a similar environment Experience of managing a budget and controlling stock Working with children in a similar role or educational setting Flexibility to respond to a variety of work situations with an ability to multitask 	E E E E	D
Personal Attributes	<ul style="list-style-type: none"> Good communication skills with the ability to communicate with all and delegate effectively to the catering team Ability to be diplomatic, approachable and sensitive to the needs of others including Head Teachers, parents, pupils and suppliers Ability to read and implement instructions, such as Health & safety and Food Hygiene regulations. Good administrative, record keeping and arithmetic abilities. Have an openness to learning and change Have a positive attitude to personal development and training 	E E E E E	

	<ul style="list-style-type: none"> • He able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E	
Additional Requirements	<ul style="list-style-type: none"> • This role is subject to an enhanced DBS • Must be alert and able to react in case of emergency 	E E	