

JOB DESCRIPTION

Kinderley Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

POST TITLE: Catering Manager

Scale: Scale 2

RESPONSIBLE TO: Headteacher and Office Manager

PURPOSE OF THE JOB: To manage the catering function at Kinderley Primary School on a day to day basis to ensure a high quality meals service, planning menus in order to ensure a nutritious and varied diet and pricing sales items in order to cover cost and offer value to the customer.

MAIN OBJECTIVES

Staff Management

To manage the staff within the catering function (one part-time catering assistant) in order to ensure cost effectiveness and high quality delivery of service ensuring high standard of professionalism. Manage hygiene regulations and management of health & safety regulations.

Resources Management

To manage the budget ensuring that budgetary targets are met and value for money achieved. To plan, manage and account for school hospitality to ensure it is organised and run in a smooth and efficient manner.

Monitoring of wastage.

Premises management

To maintain the premises to highest standards ensuring compliance with hygiene and health & safety regulations.

Catering Service

To ensure high quality provision of catering service which contributes to encouragement of healthy eating.

Seek out suppliers ensuring that quality goods are purchased and the school receives value for money.

Tasks

Menu planning, stock maintenance

To prepare and cook food for the daily service to pupils and staff and for designated events. To plan and cost menus

Order goods and maintain stock control

To be aware of dietary needs and allergies when planning and preparing meals.

To ensure high standards of food service and presentation.

To liaise with the Office Manager in all matters to ensure the Catering Service runs in an efficient and effective manner.

To ensure behaviour and conduct upholds the school's values and maintains professionalism at all times.

To uphold Safeguarding policies and practice