



| Job Description |                  |                  |                               |
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| Job Title       | Catering Manager | Job Holder       |                               |
| Author          | Jo Evans         | Date Created     | January 2020                  |
| Date Reviewed   |                  | Next Review Date |                               |
| Level           | 6                | SCP              | 24 – 29 £29,622 - £33,860 FTE |

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

| Outline Description of Role  |
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| <p>To ensure that there is an effective and compliant lunch service in school</p> <p>To have day to day responsibility for ensuring the kitchen is safe and well managed</p> <p>To line manage the Catering team</p> |

| Responsibilities |  |
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| 1.               | To develop and progress the catering provision to deliver healthy and high quality meals that meet the School Nutritional Standards  |
| 2.               | To ensure that the lunchtime process is efficient and effective and that the children have an enjoyable time by ensuring processes and procedures are in place for staff and that these are adhered to at all times. |
| 3.               | Manage and oversee the lunchtime process   |
| 4.               | Ensure the aesthetic qualities of the catering provision including food presentation and the eating environment  |
| 5.               | To successfully market the provision to staff, children and parents ensuring that there is an improvement of the uptake  |
| 6.               | Maintain authorised stock levels and ensure that robust delivery processes are in place  |
| 7.               | Undertake routine checks of equipment, cleaning material, uniform etc  |
| 8.               | Ensure maintenance agreements for all equipment are current and arrange for necessary checks at renewal  |
| 9.               | Ensure the necessary repairs to kitchen equipment are arranged, ensuring that unsafe equipment is taken out of use pending repair or disposal  |
| 10.              | In collaboration with the Catering Manager at the Town Hall campus, plan 3 weekly menus, making provision for special food diets accordingly   |
| 11.              | Provide an after school club for children to learn to cook healthy meals on each campus on a termly rotational basis   |
| 12.              | Provide support for the curriculum by providing assistance to teaching staff with cooking lessons either by providing ingredients or carrying out cooking lessons.   |
| 13.              | Be responsible for managing all allergen requirements in school and ensuring that staff are made aware of any children with specific requirements. To liaise with parents and outside agencies as necessary.         |
| 14.              | Ensure compliance with the school's Health and Safety policy and COSHH regulations with regard to food, equipment, materials and general safety  |
| 15.              | Carry out risk assessments for the kitchens and dining halls and ensure that they are effectively communicated and staff adhere to them at all times   |
| 16.              | Be responsible for liaising with the Environmental Health Officer and leading on any audits/inspections and ensuring that the school maintains a 5 star rating   |



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| 17.                     | Ensure that there are processes in place so that all kitchen areas are clean and free from hazards and carry out regular documented checks  |
| 18.                     | Carry out regular and ongoing training (including Food Hygiene, Allergen and induction training) to catering and lunchtime staff (and any other relevant staff) ensuring that all staff are compliant with statutory obligations                                |
| 19.                     | Ensure that all accidents and incidents are reported appropriately, including notifiable disease  |
| 20.                     | Ensure that there are processes in place to make sure that the catering area is secure at all times and carry out regular documented checks   |
| 21.                     | Responsible for the regular inspection and maintenance of the First Aid box and arrange replenishment as necessary  |
| 22.                     | Ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance  |
| <b>Staff Management</b> |   |
| 23.                     | Establish and implement procedures, expectations and checks in relation to all Catering and Lunchtime staff   |
| 24.                     | Responsible for the deployment and work of the above named staff  |
| 25.                     | Promote teamwork and motivate staff to ensure effective and professional working relationships  |
| 26.                     | Ensure the team managed is fully aware of their duties under KCSIE, GDPR and Health and Safety, and that they adhere to the school's policies at all times.   |
| 27.                     | Conduct performance management reviews in respect of the Catering and Lunchtime team in accordance with the school's Performance Management policy and be responsible for organising suitable continuous professional development opportunities for each person |

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| <b>Duties</b> |  |
| 28.           | Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School Support Staff team.  |
| 29.           | Contribute to and exemplify the values of the Claycots School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Business Manager to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. |
| 30.           | Understand and comply with the Support Staff Standards at all times.   |
| 31.           | Actively promote the inclusion of all children into whole school activities.   |
| 32.           | Actively seek opportunities for professional development.  |
| 33.           | Be aware of and respect all children's religious beliefs and cultures.   |
| 34.           | Support, promote and comply with decisions and policies agreed by the LEADERSHIP and the governing body.   |
| 35.           | Develop effective, professional working relationships with colleagues  |
| 36.           | Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.  |
| 37.           | Undertake a 30-minute duty each week.  |

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| <b>Compliance</b> |   |
| 38.               | During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any |



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|     | unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.  |
| 39. | During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.  |
| 40. | <p>In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.</p> <p>You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times</p> |
| 41. | The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.   |
| 42. | No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.  |