

JOB DESCRIPTION – WASHINGTON ACADEMY

JOB TITLE: Catering Manager/Cook
REPORTS TO: Business Manager
GRADE: New NJC spine 12 – 15 (£21589 – £22911 per annum, full time)
(salary will be subject to pro rata for term time only calculation)
WORKING HOURS: 37 Hours per week – Term Time Only plus 3 Inset Days plus 5 days.

PURPOSE OF JOB:

- To operate and develop the catering establishment within the terms of the catering policy, contract and budget, making the most efficient use of its resources.
- To establish, implement and maintain all legislative and regulatory documentation in support of the service.
- To plan, prepare, cook and present food to the standards required by the academy under the direction of the Management.
- To ensure that the academy's reputation for food quality and service is enhanced where possible.
- To administer unit controls and keep records using the appropriate computer or manual systems and share these effectively with management.
- To recruit, train and manage all unit staff and trainees (using the management structure).

PRINCIPLE RESPONSIBILITIES

- All personnel assigned to work in the catering department, irrespective of whether or not they are employees of the academy, in accordance with academy policies.
- The purchase of materials, consumables, non-consumables and light equipment within the limits of the budget and in accordance with academy purchasing policy and procedures.
- The catering department's premises and equipment, in accordance with the academy health & safety and hygiene policies.
- The security and reconciliation of stock in accordance with academy finance procedure and policy.
- Compliance with all food service requirements including nutritional standards

DUTIES AND RESPONSIBILITIES:

- To organise and control the establishment's operations and ensure that the food quality, presentation and service are provided to the appropriate standards, including personally planning, preparing and cooking the meals.

- To ensure that nutritional standards are regularly reviewed and applied and guidelines followed ensuring allergen information is kept up to date and reviewed and published accordingly.
- To assist the Academy Business Manager in preparing forecasts of income and expenditure to incorporate within the annual budget. To achieve and maintain the food cost in accordance with this budget (or any variation authorised by management). To produce cost/sales analysis when forecasting budgets.
- To consistently seek and implement ways of improving the quality and cost effectiveness of the service by keeping abreast of developments in food service and production and customer needs and tastes. As and when required by the School, carries out additional tasks concerned with the operation of the unit and the wider school community.
- To ensure that heavy duty equipment, light equipment, work areas, other facilities and general surroundings of the establishment are maintained and operated to the standards required by the statutory, local authority and academy health & safety and hygiene regulations and policies. Similarly, to ensure that employees use safe methods of work and that no unauthorised person cleans/operates certain specified equipment.
- To develop and maintain good working relationships with the customers, through regular personal contact, including representing the academy at any catering or other meetings required by the management. To report regularly to the school administrator. Audit trail monitored by ABM.
- To plan menus and order all foodstuffs in accordance with the academy's purchasing policy and procedures and to check and record the amounts, prices and condition of all supplies and deliveries. To avoid unnecessary wastage and deterioration of foodstuffs.
- To promote good staff relations.
- To ensure that the catering personal and food hygiene policy and procedures are applied continuously and that there are no breaches of statutory or local authority regulations.
- To carry out all clerical activities of unit controls, using either a computer or paperwork systems in accordance with policy and procedures.

GENERAL

- Apply Academy policies in relation to health, safety and welfare; child protection and safeguarding of children, young people and vulnerable adults; staff health and wellbeing; equal opportunities; Data Protection and Confidentiality; and Human Resources, at all times.
- Take responsibility for own learning and development, identifying and attending appropriate training (following discussion and agreement with line manager) and keeping up to date with policy development.
- Take account of the Trust and the school vision and values and apply these principles at all times.
- Attend Academy meetings as required.

The duties above are an outline of the main responsibilities of this post and are not exhaustive. The post holder may therefore be required to carry out any other reasonable duties commensurate with the grade of this post following discuss.

PERSON SPECIFICATION – Catering Manager, Washington Academy

Experience	Essential/ Desirable	Measured/Assessed Through		
Minimum 5 years management experience in a similar role	Essential	A	I	
Previous experience in a school environment with an appreciation for a distinctive and creative offering	Desirable	A	I	
Experience in customer- focused environment	Essential	A	I	
Budgetary management and control and relationship to financial targets	Essential	A	I	
Experience of delivering a service offering, informed by nutritional values.	Desirable	A	I	
Effective and efficient staff management including performance management/appraisal	Essential	A	I	
Production of reports and implementation of financial controls	Desirable	A	I	

Skills & Abilities	Essential/ Desirable	Measured/Assessed Through		
Able to demonstrate strong and effective leadership and supervision skills	Essential	A	I	
A high standard of numeracy & literacy	Essential	A	I	
Able to communicate effectively, both orally and in writing	Essential	A	I	
Able to build and maintain effective relationships at all levels that encourage collaborative working	Essential	A	I	
Strong planning and organisational skills including the ability to prioritise, multi task and meet deadlines	Essential	A	I	
Team Leading	Essential	A	I	
Proficient in Microsoft Office	Essential	A	I	

Knowledge & Understanding	Essential/ Desirable	Measured/Assessed Through		
A thorough knowledge of food hygiene, allergens and health and safety systems and how to manage these efficiently and effectively supported by qualification.	Essential	A	I	
Can demonstrate a working knowledge of current legislation relating to the role	Essential	A	I	
Understands and can implement systems and procedures for effective monitoring and control.	Essential	A	I	
Able to plan work programmes adjusting the work allocation to meet changing priorities	Essential	A	I	
Excellent organisational skills.	Essential	A	I	
Awareness of child protection, health and safety and equalities issues	Desirable	A	I	

Qualifications	Essential/ Desirable	Measured/Assessed Through		
Professional Catering qualification or equivalent	Essential	A	I	
Food Hygiene	Essential	A	I	
Manual Handling – must be willing to train	Desirable	A	I	
First Aid –must be willing to train	Desirable	A	I	
Nutritional Standards qualification	Essential	A	I	
Food Allergens qualification	Essential	A	I	



Consilium
Academies