

**DARLINGTON BOROUGH COUNCIL**  
**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Assistant Catering Manager
<b><u>PAY BAND :</u></b>	Band 7
<b><u>JOB EVALUATION NO.</u></b>	E3542
<b><u>REPORTING RELATIONSHIP</u></b>	Catering Manager
<b><u>JOB PURPOSE :</u></b>	To assist with the supervision of the School Meals and Community Catering Services ensuring the delivery of a high quality service to meet contract specification and financial targets.
<b><u>POST NO.</u></b>	POS008232
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 2, Core Management Competencies for all managers

**MAIN DUTIES/RESPONSIBILITIES**

1. Assist the Catering Manager with the supervision and organisation of School Meals and Extra Care staff on a day to day basis.
2. Assist with and monitor the effective use of staffing resources, ensuring a clean and presentable image of employees and areas at all times.
3. Assist with recruitment and selection of Catering Staff, staff development, undertaking Performance Development Reviews and Continuous Professional Development delivery.
4. Undertake staff training as directed by the Catering Manager and by Departmental Objectives including Staff Inductions, Cooksafe, Use of Equipment, Cleaning of Equipment, Toolbox Talks and other "on the job" training.
5. Deal with any issues that arise in respect of employee relations and conduct whilst on shift, informing the Catering Manager as appropriate.
6. Monitor timesheets prior to submission to payroll to ensure they are in accordance with the approved targets.
7. Assist with invoice and stock sheet processing when required.
8. Produce menus, recipes and nutritional analysis, and assist with the production of information relating to "special diets".
9. Monitor Catering Units expenditure weekly to ensure they meet financial targets set by the Catering Manager.
10. Implement change as necessary in consultation with the Catering Manager.

11. In conjunction with the Catering Manager, implement marketing and promotional activities to promote the business.
12. Ensure all products served are of a consistently high quality and meet the requirements of the Departments Quality Policy.
13. Undertake service monitoring of units and ensure all health and safety requirements are met.
14. Seek customer views in relation to menu development, undertake food trials, recipe development and new product development
15. Deputise for the Catering Manager and provide cover and support for Unit Managers and Cooks as required.
16. Ensure that the PDR process operates effectively within your team and end of year reviews are completed and submitted to the Council's timescales.
17. Manage your team in line with all the Council's policies and procedures and ensure that employees are aware of their obligations under these.
18. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
19. Ensure that the Council's Equality agenda is implemented effectively in your team and to carry out your duties as a Manager and employee in line with these.
20. To fulfil your health and safety management role as detailed in both Corporate and Group Health and Safety Policies, organisational statements and procedures to ensure a safe working environment for yourself, members of your team and others who may be affected by your team's activities.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
23. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
24. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
25. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

**Date: August 2019**

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**PERSON SPECIFICATION**

**ASSISTANT CATERING MANAGER**

**POST NO. POS008232**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
<b>Qualifications &amp; Education</b>			
1	Basic Food Hygiene Certificate	E	
2	NVQ Level 3 in a relevant field		D
3	Intermediate / Advanced Food Hygiene Certificate		D
<b>Experience &amp; Knowledge</b>			
4	Approx. 2 years' experience within a catering environment	E	
5	Knowledge of Health & Safety issues in relation to a catering environment	E	
6	Effective customer care experience	E	
7	Experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
8	Experience of effective stock control	E	
9	Experience in a supervisory role		D
10	Budgetary control, food costing and achieving targets		D
<b>Skills</b>			
11	Able to manage and motivate staff including performance development	E	
12	Able to communicate both orally and in writing to a wide range of audiences and age groups	E	
13	Ability to work on own initiative and successfully as part of a team	E	
14	Ability to maintain accurate records	E	
15	Able to maintain a high standard of customer service	E	
16	Able to prioritise workload and to plan and allocate tasks to meet deadlines	E	
17	Able to effectively monitor budgets and undertake financial responsibilities complying to the Council's financial protocol's	E	
18	IT literate, capable of using MS Word/Excel and office packages	E	
<b>Personal Attributes</b>			
19	Able to remain calm under pressure	E	
20	Able to initiate new ideas		D
<b>Special Requirements</b>			
21	The ability to communicate at ease with customers and provide advice in accurate spoken English'	E	
22	Capable of independent travel to carry out the requirements of the post	E	
23	Suitability to work with children	E	
24	Flexible approach to working time arrangements, with the ability to work weekends and public holidays	E	