



### Your Academy...Your Future

<b>Post Title</b>	Assistant Catering Manager
<b>Purpose</b>	To assist the Catering Manager in the management and delivery of the Academy catering service.
<b>Responsible to</b>	Catering Manager
<b>School Type</b>	The Academy is a publicly funded independent secondary school for students aged 11 to 16.
<b>Grade</b>	Band E, Point 7-9
<b>Contract Type</b>	Full Time, Permanent, Term Time Only
<b>Disclosure Level</b>	Enhanced
<b>Expectations</b>	<p><b><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></b></p> <ul style="list-style-type: none"> <li>• Create opportunities to support the Academy vision.</li> <li>• Have respect and care for students and all other adults.</li> <li>• Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do.</li> <li>• Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.</li> <li>• Contribute to the Academy enrichment programme.</li> </ul>

<p><b>Duties &amp; Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Operate the Academy's catering unit efficiently and effectively.</li> <li>• To provide a safe and healthy environment for the Academy, staff, students and visitors.</li> <li>• Assist the Catering Manager with regards to health and safety compliance, cleanliness and upholding high standards of serving safe food.</li> <li>• Work closely with the Catering Manager to maintain a high-quality in-house catering service for the Academy.</li> <li>• To work alongside the Catering Manager to develop menus that meet all current legislative requirements. This must include catering for all dietary and allergen requirements.</li> <li>• Deputise for the Catering Manager in their absence</li> <li>• Produce meals in accordance with current legislative requirements.</li> <li>• Assist the Catering Manager with maintaining regular stock checks, accounting for deliveries and maintaining records as required.</li> <li>• Assist Catering Manager with food orders.</li> <li>• Assist the Catering Manager with the management of kitchen staff that may be employed in the unit, including on-job training requirements, basic food production. Kitchen practices and heavy equipment.</li> <li>• Maintain kitchen cleanliness standards etc that comply with the Food Safety Act 1990 and Food Hygiene (General) Regulations 1995.</li> <li>• Assist / set up and dismantle the dining areas ready for service.</li> <li>• To ensure the effective cleaning of all equipment and utensils, presenting and maintaining them in high quality condition.</li> <li>• Health and safety including fault reporting to the relevant personnel.</li> <li>• To operate a cash /cashless system point, observing audit and financial procedures.</li> <li>• Keeping abreast and implement any current and future legislative requirements including Nutritional Standards / catering related projects.</li> <li>• Work in a manner that complies with all current and legislative requirements.</li> <li>• Undertake any other duties commensurate with the post.</li> </ul>
<p><b>General Requirements</b></p>	<ul style="list-style-type: none"> <li>• Attending and participating in training and development activities as required.</li> <li>• Participating in schemes of assessment, professional development and review.</li> <li>• Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies.</li> <li>• Being an effective role model for the standards of behaviour expected of students.</li> </ul>

	<ul style="list-style-type: none"> <li>• Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.</li> </ul>
<b>Professional Values &amp; Practises</b>	<ul style="list-style-type: none"> <li>• Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.</li> <li>• Treating students consistently with respect and consideration, and being concerned with their development as learners.</li> <li>• In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.</li> <li>• Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.</li> <li>• Reflecting upon and seeking to improve personal practice.</li> <li>• Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.</li> <li>• Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.</li> <li>• Building and maintaining successful relationships with students, parents/carers and staff.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• Carry out other reasonable tasks from time to time as directed by the Head of School.</li> </ul>

## Person Specification

<b>You should be able to demonstrate that you meet the following essential criteria.</b>	<b>E = Essential D = Desirable</b>
<b>Qualifications</b>	
NVQ or Equivalent	<b>E</b>
Qualification in Food Hygiene	<b>E</b>
Practical experience of working in a catering environment	<b>E</b>
Good numeracy/literacy skills	<b>E</b>
<b>Experience</b>	
Supervisory experience of working in a school environment	<b>E</b>
Experience of dealing with external contractors and ordering procedures	<b>E</b>
<b>Knowledge and Skills</b>	
An ability to relate well with children and adults	<b>E</b>
An ability to work independently	<b>E</b>
An ability to use initiative when required	<b>E</b>
An ability to work as a member of a team	<b>E</b>
A willingness to work co-operatively with a wide range of professionals	<b>E</b>
Good communications skills	<b>E</b>
Use ICT effectively	<b>E</b>
An ability to work within Academy's policies and procedures.	<b>E</b>
A working knowledge of Food Hygiene and Health and Safety procedures	<b>E</b>
<b>Personal Requirements</b>	
Sensitive to the needs of children and their parents/carers.	<b>E</b>
A calm and positive approach.	<b>E</b>
Committed to professional development.	<b>E</b>
Willingness to work additional hours to meet the needs of the post when required.	<b>E</b>