



Post title:	Caterer
Grade:	Grade 6
Job Family:	Catering
Responsible to:	Accountant
Hours of work:	37 hours per week Monday: 7am – 3pm with 30 minutes for lunch Tuesday: 7am – 3pm with 30 minutes for lunch Wednesday: 7am – 3pm with 30 minutes for lunch Thursday: 7am – 3pm with 30 minutes for lunch Friday: 7am – 2.30pm with 30 minutes for lunch
Weeks of contract:	40 weeks per annum (term time only plus 5 INSET days plus 5 days in school holidays)
Flexible working:	Core hours are set out above for term time and INSET days. Flexible working: the 5 days in school holidays (37 hours per annum) are worked flexibly over a year, which runs from 1 September. A record should be kept and submitted half termly to the line manager.

Role Description

Purpose of the Post

- To be responsible for the effective operation of a high quality secondary school catering service
- To ensure that standards are maintained to the satisfaction of the Headteacher including school food regulations, food safety and health and safety requirements, financial targets and customer service
- To supervise and lead a team to ensure the promotion of general well-being among service users

Key Tasks and Responsibilities

1. To ensure preparation, cooking and display of food is done to the required standard, ensuring that school and individual needs or preferences are met

2. To plan and prepare menus and food within guidelines issued
3. To ensure efficient ordering, portion control and waste control in order to meet service targets
4. To place orders from approved suppliers, authorise payment of invoices and ensure that any discrepancies are resolved
5. To check and record all food received, quantities of ingredients used and the number of meals produced and served
6. To supervise staff and allocate duties, ensuring that staff deployment delivers pre-set targets for labour and that staff are appropriately trained
7. To provide practical support in any part of the kitchen should the need arise
8. To ensure that staff payroll timesheets and absence documents are completed accurately and submitted promptly to the Finance Office
9. To carry out all clerical duties as required including all cash related duties
10. To ensure that stocktakes are carried out in accordance with the school's procedures
11. To control and monitor income and expenditure against the budget for the year, including staff costs, with support from the school finance office
12. To ensure the cleanliness of the kitchen, its equipment and surrounds
13. To ensure that the catering service operates within food hygiene, labelling, allergen and health and safety guidelines and standards at all times
14. To report accidents in the kitchen or complaints about staff welfare, and to report faults in equipment and request necessary day to day maintenance of premises, in accordance with school procedures
15. To ensure the security of the kitchen, associated stores and surrounds
16. To receive training as required, including food safety and hygiene, working at height, operation of tools and machines, safe use of chemicals and substances, IT systems and school-specific procedures such as safeguarding
17. To have an awareness of the needs of different service users
18. To provide information to students and other service users and to encourage positive student behaviours within the dining areas
19. To work co-operatively with the school to enable efficient and effective teamwork and the best possible use of staff and resources to achieve service objectives
20. To carry out any other reasonable duties within the overall function of the post

Line management or supervisory responsibilities (if applicable)

- To line manage the catering team

Supervision received (if applicable)

- Line manager is the Accountant

Corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

Person Specification

A – application form R- references I – interview

Knowledge, Skills and Experience	Essential / Desirable	Evidence
▪ Staff management skills	E	ARI
▪ Ability to organise large scale catering	E	ARI
▪ Good communication skills, written and spoken	E	ARI
▪ Good cookery preparation and presentation skills	E	ARI
▪ Ability to organise special functions	D	AI
▪ Ability to carry out manual handling duties	D	AI
▪ Numerate, confident with figures in a catering context	E	AI
▪ Knowledge of health and safety practices	E	AI
▪ Knowledge of principles of food hygiene and storage/service	E	AI
▪ Knowledge of allergen control and food labelling practices and regulations	E	AI
▪ Knowledge of clerical, stock control and food cost control	E	AI
▪ Good all round catering knowledge	E	AI
▪ Knowledge of use of all types of catering equipment	E	AI
▪ Knowledge of security of premises	D	AI
▪ Knowledge of cashing up procedures	D	AI
▪ Knowledge of special diets	D	AI
▪ Knowledge of vending operations	D	AI
▪ Knowledge of basic first aid	D	AI
▪ Experience of preparation and implementation of working rotas	E	AI
▪ Experience of safe working practices	E	AI
▪ Experience of working to deadlines	E	AI

<ul style="list-style-type: none"> ▪ Experience of using IT ▪ Experience of staff training and working as a team leader ▪ Experience of primary or secondary school catering operations 	D E D	AI ARI ARI
--	----------------------------------	---------------------------------------

Personal Qualities	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Ability to remain calm in all situations ▪ Ability to meet deadlines ▪ Takes care and pride in all tasks given ▪ Aware of importance of good customer liaison ▪ Integrity, showing trustworthiness ▪ Patient, tactful and approachable ▪ Flexible and open to new ideas and developments ▪ Ability to work co-operatively and flexibly as part of a team ▪ Ability to lead a team effectively ▪ Fosters good working relationships ▪ Aware of the different needs of different service users ▪ Systematic and committed to ensuring procedures are followed consistently ▪ Committed to good health and safety practice 	E E E E E E E E E E E E	ARI ARI ARI ARI R ARI ARI ARI ARI ARI ARI ARI ARI

Qualifications	Essential / Desirable	Evidence
<ul style="list-style-type: none"> ▪ Grade C or above in GCSE Maths or equivalent ▪ Grade C or above in GCSE English or equivalent ▪ NVQ level III or City and Guilds 706/2 ▪ NVQ level III Food Hygiene NVQ ▪ NVQ level III Health and Safety ▪ First Aid qualification 	D D E E D D	AI AI AI AI AI AI

Corporate Competencies	Essential / Desirable	Evidence
<ul style="list-style-type: none"> • General knowledge and understanding of the requirements of a school environment 	E	ARI
<ul style="list-style-type: none"> • Ability to relate to students aged 11 to 18 	E	ARI
<ul style="list-style-type: none"> • Punctuality and reliability 	E	ARI
<ul style="list-style-type: none"> • Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area 	E	ARI
<ul style="list-style-type: none"> • Understanding of the importance of financial rules and procedures and a commitment to remaining up to date 	E	ARI

<p>with the requirements of the role in this area</p> <ul style="list-style-type: none"> • Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area • Understanding of the need for confidentiality and knowledge of data protection principles 	<p>E</p> <p>E</p> <p>E</p>	<p>ARI</p> <p>ARI</p> <p>ARI</p>
--	---	---

Signed and Dated by Post Holder
<p>Signed: _____</p> <p>Name: _____</p> <p>Date: _____</p>