



POST TITLE:	Unit Catering Manager
GRADE:	Scale Point 9-12, Band 6
REPORTING RELATIONSHIP:	The post holder reports to the Head Teacher / School Business Manager
JOB PURPOSE:	To prepare school meals ensuring a high standard of food hygiene, handling and safe working practices are used alongside the promotion of the school meal service.

MAIN DUTIES/RESPONSIBILITIES

1. Responsible for the day to day running of the catering unit including:
 - Devising menus and recipes including allergen control,
 - Order food and monitoring its quality,
 - Preparing school meals,
 - Serving meals,
 - Stock control,
 - Temperature control,
 - Checking and storage of fresh and frozen produce,
 - Washing up,
 - Setting up tables and chairs and
 - Clearing and cleaning tables and equipment.
2. To ensure that all current Health and Hygiene Legislation requirements are maintained and to work within current department Safety Policies.
3. Daily and weekly control of food costs in the unit to meet departmental targets.
4. Undertake training when required.
5. Undertake cooking activities for a full range of meals on school menu.
6. Monitor and implement nutritional standards for food in school in line with relevant national guidance and health and safety legislation, in partnership with the Federation of Mowden Schools Academy Trust.
7. Ability to work independently and as part of a team.
8. Understanding of government guidelines for a primary school.
9. Liaise with the School Business Manager/ Head Teacher and assist with the coordination of promotional activities.

10. Ensure that a high standard of work is maintained in accordance with the quality systems and current work practices.
11. Ensure kitchen equipment and utensils are working correctly and maintained.
12. Ensure a clean and presentable image at all times of all employees and areas under the post holder's control.
13. Be responsible for the day-to-day management of the school kitchen, directing and delegating kitchen assistants within the team.
14. To assist with the promotion of the school meals service to school customers, visitors and to the community.
15. To assist the Quality Section in maintaining procedures to ensure that BS EN ISO 9001:2000/14001 Management Systems criteria and Chartermark status are continuously met.
16. 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.
17. Behave according to the Employees' Code of Conduct and ensure that employees in your team are aware of their obligations and responsibilities regarding conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Ensure that the Trust's Equality agenda is promoted and to carry out your duties as an employee in line with these.
19. To fulfil your Health and Safety management role and ensure a safe working environment for yourself and others who may be using the kitchen.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.

THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING AN ENHANCED DBS CHECK, BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.

The Federation of Mowden Schools Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this communication.



Unit Catering Manager | Person Specification

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No	ATTRIBUTE	Stage Identified
Qualifications	E1	Level 2 Basic Food Hygiene	AF/C			
	D2	NVQ level 2 or equivalent in a relevant field	AF/C			
		Level 2 Food Allergy Risks				
		NVQ 2 Professional Cooking				
Experience & Knowledge	E3	Approximately one years' experience of managing a catering establishment/section including menu planning and full range of cooking duties	AF//R	D1	Previous experience within a School Meals environment	AF
	E4	Experience of food costing and budget control	AF/I			
	E5	Experience of stock control	AF//R			
	E6	Knowledge of food safety, hygiene and handling including HACCP	AF/I			
	E7	Good understanding of COSHH	AF/I			

Skills	E8	Ability to communicate both orally and in writing with a wide range of audiences			
	E9	Ability to demonstrate customer care skills	AF/I/R		

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No	ATTRIBUTE	Stage Identified
Personal Attributes	E10	Ability to demonstrate food display techniques	AF/I			
	E11	Ability to use own initiative	I/R			
	E12	Ability to remain calm under pressure	I			
	E13	Ability to demonstrate an interested in working with children	I			
Special Requirements	E14	A flexible approach to work, with the ability to work additional hours if required	I			
	E15	Motivation to work with children	D/I			
	E16	Ability to form and maintain appropriate relationships and personal boundaries with children	D/I			
	E17	Suitability to work with children	D			

Key – Stage identified

AF

Application Form

C	Certificates
I	Interview
R	References
D	Disclosure

Issues arising from references will be taken up at interview. All appointments are subject to satisfactory references.