

## Job Profile

Insert School				
Job Number	Post Title	Grade	Points	Date
AA7170	Kitchen and Catering Manager	Grade 7	482 NJC	Dec 2013

### Reporting Relationships

**Responsible to:** The School Business Manager

**Responsible for:** All Catering Staff

### School Purpose and Values

Learning is what we are about. We want our students to be fully engaged in their learning and to recognise that they have a part to play in their own education. To foster this our students are taught how to learn through the development of personal learning and thinking skills alongside co-operative learning. These skills provide the qualities needed for success in learning and life.

### Statement of Purpose

To develop, improve and manage the provision of a high quality catering service that is efficient and effective that meets the agreed high standards and within budget as directed by the School Business Manager.

### Support to all Stakeholders

- To have overall responsibility for the planning, management and provision of nutritionally balanced school meals taking into account national initiatives and best practice.
- Skilled cooking and preparation.
- Provide refreshments and buffets for the school and the local community, when necessary and as directed by the School Business Manager.
- Provide information on the developments within the school kitchen to assist the School Business Manager in managing the service efficiently and effectively.

### Support to Other Staff

- Involvement in the recruitment process for all catering staff including induction, refresher and awareness training.
- Supervise and develop a team of kitchen staff over three sites.
- Undertake the staff performance reviews.
- Ensure all staff adhere to Health and Safety and food hygiene requirements.

### Support Organisational Management

- To ensure that the catering services provided complies with all statutory requirements in respect of H&S, food hygiene.
- To assist the School Business Manager to promote and develop the catering service within the school in order to increase uptake of meals.

- To be involved in the process of developing a long term business plan to ensure the continued development of the service.
- Monitor the progress of the school's catering service in order to assist the School Business Manager in developing business plans.
- Implement all local policies relating to the school's catering service
- Assist the School Business Manager in co-ordinating the procurement of provisions
- Ensure a stock control and monitoring system is implemented and maintained.
- Assist with the trading statement for the catering service to achieve a trading surplus.
- To take responsibility for the control and management of standards of HACCP, COSHH and documentation (safe working systems and practices).

**Professional Accountabilities** (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

**Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

**Financial Management**

- Personally accountable for delivering services efficiently and effectively and within budget and to implement any approved savings and investment allocated to the service area.

**People Management**

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

**Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification  
Kitchen and Catering Supervisor  
Level 3**

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of catering management in multi-site commercial/business and industry sectors</li> <li>• Experience of staff supervision gained in a relevant environment.</li> </ul>	I
	<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• City &amp; Guilds 7063 or equivalent</li> <li>• Level 4 Food Safety or equivalent</li> <li>• Knowledge of Health &amp; Safety Legislation</li> <li>• Competent user of IT</li> </ul>	AF/I
	<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Effective use of ICT packages</li> <li>• Excellent communication, organisational and administrative skills.</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation</li> <li>• Ability to organise and motivate other staff</li> <li>• Ability to plan and develop systems</li> <li>• Ability to relate well to children and adults</li> <li>• Able to deal with and prioritise multiple demands on time and work well under pressure</li> <li>• Strong commitment to:               <ul style="list-style-type: none"> <li>– The aims and objectives of the organisation;</li> <li>– The principles of continuous development;</li> <li>– The development of individuals and teams.</li> </ul> </li> </ul>	AF/I

	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect with all stakeholders.</li> <li>• Understands the school's development plan and how it relates to team and individual objectives</li> <li>• Accepts, supports and quickly implements change.</li> <li>• Identifies and promotes best practice and encourage the sharing of ideas</li> <li>• Proactively seek opportunities to increase job knowledge and understanding</li> <li>• Requires minimum supervision</li> <li>• Identifies and overcomes barriers and manages risks.</li> <li>• Provides timely, sensitive and honest feedback on performance</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> </ul>	
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AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the  
**SSC Recruitment Team on 01785 276480**