

Catering Manager

Job Description

Grade: GRC – *Subject to Job Evaluation*

1. **Job Purpose**

- 1.1 To be responsible for various administration procedures and the supervision and training of staff
- 1.2 To ensure quality meals are served to the pupils and adults
- 1.3 To be responsible for organising special functions on an occasional basis

2. **Key Responsibilities**

- 2.1 General
 - 2.1.1 Be responsible for budgeting, planning and provision of various menus, stock control and food buying
 - 2.1.2 Planning menus with consideration to cost and by adherence to the food policy
 - 2.1.3 Buying food and other goods-placing order through the Line Manager, checking goods in and controlling stock issues
 - 2.1.4 Preparation and cooking of meals – includes the provision of special diet meals
 - 2.1.5 Providing sandwich lunches for school trips, sports days etc.
 - 2.1.6 Providing refreshments for Governors' meetings on site by request
 - 2.1.7 Testing/development of new food products/systems
 - 2.1.8 Supervision of staff on a daily basis (including allocation of duties and work rotas)
 - 2.1.9 Maintaining required standards of cleanliness for both premises and equipment
 - 2.1.10 Testing/development of new cleaning products and systems
 - 2.1.11 Maintaining high standards of hygiene
 - 2.1.12 Training of new staff
 - 2.1.13 Reporting equipment, maintenance problems and energy leaks to the Line Manager
 - 2.1.14 Organising special functions as required by the Headteacher and other officials e.g. Public Health Inspectors
 - 2.1.15 Ensure that all sample trays are maintained for Health and Safety checks
 - 2.1.16 Regular stocking/inventory work

- 2.1.17 Organisation of food service areas. Ensuring proper standards of presentation control of kitchen linen and laundry
 - 2.1.18 Ensuring the correct and economical use of all materials and equipment
 - 2.1.19 Recruitment of staff in conjunction with Line Manager, Headteacher and governors
 - 2.1.20 To work within school's published Policies and Practices Documents
 - 2.1.21 All duties to comply with the Health and Safety at Work Act
 - 2.1.22 Any other duties that may be necessary to meet the exigencies of the service
 - 2.1.23 To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school
 - 2.2 Special Conditions
 - 2.2.1 Staff will be required to work additional hours on occasions to meet the requirements of the service for which additional monies will be paid
 - 2.2.2 Staff will be required to produce meals on as emergency plan where deemed necessary
 - 2.2.3 Staff will be required to attend on the major cleaning days of the school year – normally Inset days (holidays should NOT be booked for these days)
 - 2.3 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
 - 2.4 To ensure all tasks are carried out with due regard to Health and Safety
 - 2.5 To undertake appropriate professional development including adhering to the principle of performance management.
 - 2.6 To adhere to the ethos of the school
 - 2.6.1 To promote the agreed vision and aims of the school
 - 2.6.2 To set an example of personal integrity and professionalism
 - 2.6.3 Attendance at appropriate staff meetings and parents evenings
 - 2.7 Any other duties as commensurate within the grade in order to ensure the smooth running of the school
3. **Supervision Received**
- Supervising Officer's Job Title:
- 3.1 Level of supervision:
 - 1. ~~Regularly supervised with work checked by supervisor~~

2. Left to work within establishment guidelines subject to scrutiny by supervisor

3. ~~Plan own work to ensure the meeting of defined objectives~~

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. **Special Conditions**

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	
Training		
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.