

Job Description: Catering Manager

- To be responsible for the preparation and presentation of all food to the required statutory regulations and school standards.
- To ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation.
- To order raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.
- To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.
- To ensure all staff adhere to the portion sizes as stated within the recipe specification and required by the school.
- To be responsible for the monitoring of menu planning and ordering.
- To ensure the prompt service of all meals, breaks and functions provided, as required by the Headteacher.
- To ensure that the allergens are identified and stated on the daily menu and the menu board.
- To implement local promotions/theme days, as required.
- To ensure that all catering activities are carried out in line with the pre-agreed school budget.
- To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately.
- To plan, implement and review a cycle of nutritionally balanced menus to be revised at regular intervals as instructed by the Headteacher.
- To adjust the menu to eliminate unpopular or costly items.
- To purchase all supplies through agreed suppliers and advise the Headteacher of any unsolved difficulties with suppliers.
- To be responsible for stock control and rotation of stock.
- To occasionally organise special functions, which may be outside of normal working hours.
- To line manage the catering team.
- To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.
- To ensure that the cleaning schedule for kitchen areas is suitable and to report any deficiencies to the site team.
- To maintain regular contact with the Headteacher.
- To take all necessary steps to ensure security of kitchen supplies, equipment and monies.
- To identify and recommend improvements and cost savings to the benefit of the school.
- To oversee the collection and recording of cash.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Headteacher.

- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- To ensure that all duties and services provided are in accordance with the St John's School policies.
- St John's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.