



Salary: Year 1 £21,748.00 - £23,541.00 FTE
Pro Rata actual £16,411.00- £17,764.00

Year 2 onwards £21,748.00- £23,541.00 FTE
Pro Rata actual £19,966.00-£21,613.00

Hours: 30 hours TTO + 2 weeks (in Year 1) 8.00am – 2.00pm in Year 1
36.5 hours TTO + 2 weeks from Year 2 onwards

Job Purpose

- To undertake work in accordance with any rules and regulations relating to safeguarding and promoting the safety and welfare of children.
- To be responsible for the management of the Kitchen/Dining room and provision of catering requirements in the school.
- Ensure the quality of food provided represents best value and is in accordance with legislative and other nutritional requirements where required.
- To ensure that the Academy's reputation for food quality and service is enhanced with parents and children.
- To administer financial controls and keep records using the appropriate computer or manual systems. Operate the service on sound business principles.
- To recruit, train and manage catering staff.

Main Duties and Responsibilities

- Design and Plan menu's, take the lead in cooking and fresh food production duties, taking into account seasonal and pupil number fluctuations, preparation of menus and as required, preparing for special functions (e.g buffets, open evenings, lettings etc.)
- Lead & manage the catering staff in the full range of cooking activities, including special dietary meals and ensuring that high standards are achieved in terms of quality, quantity, consistency and portion sizes (Halal and non halal food).
- Ensure administrative procedures relating to the purchase and storage of food and catering equipment are followed by:
 - a) Ordering all food, cleaning materials, disposables, etc in accordance with the Academy's purchasing policy
 - b) Making sure all food deliveries are checked, recorded and stored in accordance with Health & Safety and audit procedures
 - c) Making sure all deliveries and invoices are checked for accuracy and processed promptly for payment
 - d) Maintain records of food transfers within the kitchen and undertake stock transfers on a monthly basis
 - e) Maintain the inventory of kitchen equipment and complete an annual audit of light and heavy equipment
- Ensuring hygiene, H.A.C.C.P and Health & Safety procedures are followed ensuring appropriate training of the catering staff, completion of accident forms and associated paperwork.
- The management and organisation of the kitchen and dining room staff including the operational control of service points and associated administrative tasks (e.g. Timesheets, return to work

interviews, staff appraisals, accident forms, preparation of rota's and allocation of tasks, on the job training and staff induction).

- Ensure compliance with the Academy's policies relating to Health & Safety regulations and other issues, implementing as required safe working practices, to include general security of the catering and dining room area.
- Responsible for achieving financial and operational targets (e.g. meal numbers, provision costs, labour, control of waste produce & packaging and other costs).
- Reporting repairs and defects and ensuring correct usage and care of equipment.
- Undertake other catering requirements as required to support the catering staff during absence or periods of high demand.
- Attend courses, as necessary, to enable the efficient management of the unit to be maintained.
- Ensuring each member of staff has an annual one-to-one appraisal and actively encourage their development.
- Ensuring high standards of customer care, dealing positively and effectively with customer complaints.
- The Investigation, Introduction + operation of a cashless payment system.
- Encourage participation of suppliers to take part in promotional/marketing activities designed to achieve meal uptake.
- Promote the use of the catering and dining facilities through pupils, staff the community and lettings etc.
- Keep abreast of and conform to Government Healthy Eating guidelines.
- The investigation and introduction of a steering group to encourage school meals uptake.
- Develop and manage marketing campaigns to promote the use of the Catering and dining facilities.
- Produce relevant statistics and plans including financial analysis of catering sales.
- Network through the Catering Managers forum to share best practice and promote networking links.
- Adhering to academy policies and ensuring that all duties are carried out with due regard for equal opportunities.
- Liaise effectively with the Business Manager, Head Teacher, Parents, Governors, Visitors, Company/supplier representatives.
- Maintain office records as required, being certain that statutory and contractual obligations are met satisfactorily.
- Any other duties and responsibilities within the range of the salary grade.

And such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

The Warwickshire Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.

Responsible to: Office Manager

Responsible for (from Year 2 onwards): 1 x Catering Assistant