# CATERING MANAGER JOB DESCRIPTION

**Job Title:** Catering Manager

**Salary:** Starting Scale 4 point 7 (£14.14 an hour £27,274 FTE)

**Hours:** 29.50 hours per week, 39 weeks plus training days

**Location:** Spring Meadow Infant and Nursery School

**Purpose of the Role**

To lead and manage the school's catering operation, ensuring the provision of nutritious, safe, appealing and cost-effective meals for nursery and infant-aged children, staff and visitors. The Catering Manager will ensure compliance with all food safety legislation, school policies and nutritional standards while providing excellent customer service and leading the catering team effectively.

**Key Responsibilities**

**Catering Operations**

- Plan, prepare and oversee the production of high-quality meals in accordance with School Food Standards.
- Ensure menus provide balanced, nutritious meals suitable for young children.
- Manage the daily operation of the school kitchen and dining service.
- Ensure meals are served in a welcoming, inclusive and child-friendly environment.
- Accommodate special dietary, cultural, religious and medical requirements safely and appropriately.
- Maintain high standards of food presentation, quality and portion control.

**Staff Management**

- Lead, supervise and support catering staff.
- Allocate duties and monitor performance.
- Assist with recruitment, induction and training of catering employees as and when required.
- Promote teamwork and maintain high professional standards.

**Food Safety and Compliance**

- Act as the school's lead for food hygiene and kitchen safety.

- Ensure compliance with Food Safety Act requirements and Food Hygiene Regulations, maintaining the level 5 hygiene rating.
- Maintain all food safety documentation and records.
- Ensure effective allergen management procedures are followed at all times.
- Monitor kitchen cleaning schedules and hygiene standards.
- Liaise with Environmental Health Officers and support inspections.

**Budget and Stock Control**

- Manage catering budgets efficiently.
- Order food, supplies and equipment within agreed budgets.
- Monitor expenditure and reduce waste where possible.
- Undertake regular stock checks and maintain accurate records.
- Ensure best value is obtained from suppliers.

**Health and Safety**

- Undertake risk assessments relevant to catering activities.
- Ensure safe storage and handling of food, cleaning products and equipment.
- Report accidents, incidents and near misses promptly.
- Maintain safe working practices within the kitchen environment.
- Ensure all kitchen equipment is maintained and serviced appropriately.

**Administration**

- Maintain catering records and reports as required.
- Support school events requiring catering provision.
- Contribute to school sustainability and healthy eating initiatives.

**General Responsibilities**

- Promote and safeguard the welfare of children and young people.
- Support the ethos, values and aims of Spring Meadow Infant and Nursery School.
- Participate in training and professional development activities.
- Carry out other duties commensurate with the grade and responsibilities of the post.

**PERSON SPECIFICATION**

**Essential**

**Qualifications**

- Level 3 Food Safety and Hygiene qualification (or willingness to obtain).
- GCSE English and Maths (or equivalent).

**Experience**

- Experience managing a catering service.
- Experience of food preparation and meal production.
- Experience managing staff or teams.
- Experience of stock control and budget management.
- Experience of implementing food safety procedures.

**Knowledge**

- Understanding of food safety legislation.
- Knowledge of allergen management requirements.
- Understanding of School Food Standards.
- Knowledge of health and safety requirements in a catering environment.

**Skills**

- Strong organisational skills.
- Good communication and interpersonal skills.
- Ability to lead and motivate a small team.
- Effective problem-solving skills.
- IT skills sufficient to maintain records and place orders.

**Desirable**

- Experience working in a school or educational setting.
- Experience of menu planning for children.
- First Aid qualification.