



## **Catering Manager**

**Start date: October 2021**

**Contract: Permanent**

**Term-time (38 weeks) plus one further week (to include two INSET Days)**

**Hours: 37 hours per week**

**Pay Scale: Points 28-29**

**Full time equivalent salary: £32,234-£32,910 + £626 fringe allowance**

**Actual paid salary £28,230-£28,810**

Roundwood Park is a high achieving 11-18 school in Harpenden. The school carries an Outstanding rating from Ofsted and enjoys an excellent reputation, both locally and nationally. We have a large and expanding Sixth Form.

We operate our own catering service in-house. The successful candidate will be responsible for planning, organising and providing catering services to students, staff and visitors, maintaining our very high standards of food quality, service and hygiene, and in full compliance with all relevant legislation, regulations and guidance. We are a friendly team in a supportive and successful school.

If you have any questions about the role, please do get in touch with our Director of Operations, Paul Seymour, at [p.seymour@roundwoodpark.co.uk](mailto:p.seymour@roundwoodpark.co.uk)

If you are viewing this vacancy on a web recruitment platform, application is via the form and process on that platform. If on our school website, your application should be submitted using the Word document application form on our Vacancies page and emailed to Ian Stowe, HR Manager, at [i.stowe@roundwoodpark.co.uk](mailto:i.stowe@roundwoodpark.co.uk) Either way, your personal statement or covering letter is of particular importance, and must set out why you believe you are a good candidate for this role.

*We are committed to the safeguarding and promotion of children's welfare. We also have a sincere commitment to equal opportunity and celebrate diversity, including in our staff recruitment. We welcome applications from all sections of our community very warmly, and we recognise the huge strength and opportunity that comes from diversity in all aspects of our make-up. We will need to obtain references in advance of interview for any candidate short-listed, and all job offers are subject to satisfactory enhanced Disclosure and Barring Service clearance.*

## Catering Manager



### **Purpose of role:**

- To manage the delivery of our catering provision, ensuring full compliance with all legislation and guidance
- To lead and manage the catering team in order to deliver a high standard of customer service and operational excellence, in full compliance with school staff policies and codes of conduct
- To drive income generation and cost management, consistent with other objectives
- To be responsive to change, whether driven by legislation and guidance, school leadership goals, or opportunity

**Reporting line:** Director of Operations

**Direct staff supervision:** Catering Team, including Sixth Form student team

**Key Liaison:** Headteacher and Leadership Team; Governing Body; school staff; students; suppliers; external support agencies (eg Relish)

### **General duties:**

- To ensure the offer of nutritionally analysed menus that are carefully prepared and appropriate in balance colour, content, style and cost
- To provide students, staff and guests with quality wholesome meals and snacks at break, lunchtime and also within 6th form Grazing
- To ensure staffing levels are adequate, to cover absences by stepping in or liaising with the Director of Operations to arrange cover for the required workload and within budgeted constraints
- To measure the Catering team's performances against the set objectives within food standards and personal appraisal systems.
- To organise and or provide training according to the training plan and needs of the Canteen and also the school
- To comply with the School policies
- To oversee the administration of the Cunningham's system and to update Director of Operations on tracking sales, pupil take up and other KPI's
- To monitor guidance on legislation and standards, to plan changes necessary to ensure continuing compliance in liaison with the Director of Operations
- To liaise with the Director of Operations and other members of SLT to achieve operational objectives
- To help raise the profile of nutritious school food with students and staff
- To ensure all meals are served according to the recipes and budget provided, to update staff on Natasha's Law and various food allergens, tracking changes and communicating to Catering staff and to Director of Operations for information

## Catering Manager



### Catering Staff:

- To be responsible for motivating the catering team; inducting, training, supporting, organising and delegating. This includes 6th form staff
- To hold regular team meetings with the purpose of ensuring operational objectives and targets are progressed and met.
- To ensure that all staff are presentable, professional and representing the image of the school at all times. To organise purchasing of uniforms.
- To ensure all appropriate information is communicated and cascaded to the teams.
- To provide cover during sickness, training and holidays.
- To complete any training sessions requested by the School and ensure all catering team are trained in the appropriate Health and Safety Awareness as well as Level 2 Food Hygiene

### Budgets:

- To ensure that the stock and cash are accurately recorded daily and kept within agreed financial targets to control and monitor all arrears of expense to ensure achievement of the budget
- To ensure procedures for accurate receiving, appropriate storing and security of all goods are in operation
- To spot check finance/control procedures periodically
- To assist in the monthly finance reporting to the Finance Manager
- To ensure payroll reflects budget
- To track staff expenditure against roles required against income taken per individual role
- To complete any other reasonable task as requested by the Director of Operations or any other member of the SLT

### Site-specific duties:

- To oversee reporting of any faults with the equipment to either the site team, IT Team or specialist contractors
- Liaise with 6th form café manager regarding budgets, orders and staff hours including use of 6th formers
- To organise theme days and taster sessions throughout the school year
- To record all temperature of deliveries, hot cupboards, fridges and freezers.
- To oversee staffing and sign off on 6th form hours or additional hours for covering of staff absence
- Any duties commensurate of the position as requested by the Director of Operations and the Headteacher

A role inevitably changes over time, and this job description is not fixed; nor is it intended to be a complete task manual. Some elements of the above may fall away, and others develop, but all related to the management of Catering.

## Catering Manager



### Person Specification

**Outline:** Possesses appropriate business experience and a thorough understanding/experience of catering and 'Healthy eating' for school students. A good communicator able to establish rapport with students of all ages, colleagues and visitors. Flexible and enthusiastic in approach to duties. Must be pro-active on constantly seeking opportunities to improve student uptake, catering standards and service levels. Committed to excellence and able to lead and motivate the catering team to create an atmosphere conducive to the enjoyment of meals.

Qualifications	
Professional development/qualification in a relevant catering discipline	D
Professional development/qualification in a relevant business discipline	D
Good standard in English and Maths (minimum GCSE grade 3/C)	D
Key knowledge and experience	
Supervision of staff	E
Managing programmes of work	E
Negotiating with suppliers	D
Working in a school environment	A
Managing a large commercial or school catering operation	D
Working in a large commercial or school catering operation	E
Key attributes and skills	
Ability to organise, lead/ motivate, manage and develop a team	E
Ability to resolve conflicts	E
Ability to develop effective working relationships	E
Confidence to make appropriate decisions	E
Sound management of finances	E
Attention to detail	E
Excellent customer service skills	E
Familiarity with relevant aspects of H&S, environmental health and CoSHH legislation	E
Computer literate	E
Other	
Commitment to continuous professional development	E
Flexibility to deliver services to meet school needs outside core hours	E

E = essential; D = desirable; A = advantage