



Reports To: The Operations Director through the Catering Operations Manager

Why	<p>Job Summary</p> <ul style="list-style-type: none"> To provide support and guidance to the Trust’s in-house catering department within the framework of the Trust’s policies and procedures. 	
What	<ul style="list-style-type: none"> Menu development and review in line with government nutritional guidelines, allergen legislation and dietary requirements. Creation of recipes within catering software system. To ensure the maintenance and implementation of updates to the catering software solution within required time scales, i.e. daily, weekly, monthly, annually. To offer support to academies when purchasing kitchen equipment and liaising with suppliers. To carry out audits, preparing reports and drawing up action plans. To attend focus group meetings with students and leadership staff to regularly monitor catering performance. To carry out customer surveys, collate data and produce action plans. To encourage and facilitate the holding of area/academy working group meetings. Liaise with parents/carers regarding special diets/allergen intolerance. To offer support and guidance to academy teams with orders for equipment. To ensure the highest standards of kitchen practice and hygiene. Communicate updates as required in a consistent and timely manner, using kitchen management /training tools available. Oversee all Academy kitchens compliance with the Trust’s policies and regulations in respect of health and safety at work, ensuring Risk Assessments and Safe Systems of Work are completed, shared with, signed by all staff, and reviewed annually. To promptly identify to Catering Operations Manager/Health & Safety Manager any working hazards or substandard equipment. To ensure a cleaning rota is in operation at each Academy kitchen, CoSHH is adhered to and maintained to ensure hygiene standards are met. To ensure all paperwork is completed accurately and recorded in the appropriate format, i.e., on a computer system or as a hard copy. To ensure daily, sufficient members of staff are deployed to all locations to ensure that the catering department can fulfil requirements. To assist with sourcing agency staff as required. Support the procurement team with tendering processes in relation to catering supplies. Support academies with the tools to ensure compliance with OFSTED inspections. To identify personal training needs and the training needs of other catering staff, regarding using systems. To be aware of the Data Protection Act and other legislation and Trust procedures to ensure confidentiality of records. To provide guidance in line with Natasha’s Law, reviewing, updating, and implementing procedures regarding allergen management. Continuously review food safety legislation & implement changes, as necessary. 	
How	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
How	<p>Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i></p>	<p>Supports others to apply the Trust’s ethos</p>
		<p>Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support</p>
		<p>Participates in Health & Safety working teams</p>
		<p>Encourage individual and collective responsibility</p>
		<p>Disciplined, tenacious and pragmatic</p>
<p>Development <i>Monitoring, coaching, guiding, and supporting teams and individuals setting</i></p>	<p>Take responsibility for cascading to the department up to date knowledge and information about a particular area</p> <p>Embedding practice ensures highly effective professional contribution across</p>	

	<i>examples of desired behaviours.</i>	the academy	
		Give and receive effective feedback and act to improve personal performance	
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Has a basic understanding of supervision / managerial and business principles	
		Consults widely and may provide direction to achieve results	
		Encourages openness and honesty	
		Does not apportion blame	
		Understands the impact and implications of projects/activities on own or others areas of the organisation	
		Fosters positive and productive relationships across the team in order to deliver	
		Sets clear objectives and checking for understanding	
	Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Sets short term tasks (daily, weekly)	
		Contributes to plans for change	
		Develops own effectiveness in role, adapting to changing priorities	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Ensures communication has met its purpose	
		Presents complex information and concepts in a way that is simple and easy to understand	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Creatively focuses upon solving the problem. using different techniques/ experience from other areas	
		Responsible for proposing what decisions should be made within the team and what needs to be referred	
		Collate, analyse and evaluate information within the scope of the role providing it for further analysis in a user-friendly format	
		Deals with problems across departments to achieve resolution	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies. A full driving license and access to a vehicle will be essential.
	Education, Qualifications and Experience (EQE)	<p>Essential:</p> <ul style="list-style-type: none"> • Accredited course in catering management, or similar. • Level 2 Food Safety • NVQ 3 or equivalent in Catering and Hospitality or equivalent • Working knowledge of Health & Safety legislation • An awareness of the Governments Healthy Eating Initiative, and allergen legislation. • Experience of managing systems and staff usage across multi-sites. • Working knowledge of electronic catering management systems. • Experience of working with volume catering • Educated to diploma or higher in catering and hospitality sector • Strong Leadership Skills <p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working within an education establishment • Project Management experience. • Multi-site management experience. • Level 3 Advanced Food Safety • Safeguarding 	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or encounter. As such, all employees will undergo relevant background checks, including a Disclosure and	

		Barring Service (DBS) Enhanced check with Barred List Check, to satisfy our statutory obligations.
	Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.