



## Assistant Catering Manager Job Description

**Reports to:** Catering Manager  
**Salary:** Grade E, points 6 - 8  
**Contract type:** Permanent

### The Role:

To support the Catering Manager with the operation of the school's catering services ensuring a high quality and professional service is provided.

### Key responsibilities:

- To work with the Catering Manager to ensure systems and working practices are established that ensure the efficient and economic use is made of all resources and the highest standards of hygiene and food safety are maintained in relation to the preparation, cooking and serving of food.
- To support in developing strategy and operational plans in relation to the school catering services, operate and control the production of food and the catering service.
- Ensure a standard of cleanliness, safety and hygiene of the premises are followed.
- Develop procedures with regard to stock management to enable accurate records to be maintained and ensure successful stock rotation is carried out.
- Work with the finance team to ensure the cashless catering service is operated accurately and followed by all catering staff to ensure overspends on accounts regularly monitored and reported to the finance team.
- Support the Catering Manager to ensure the best use of the facilities and maximise the opportunity for income generation with regards to hospitality.
- To support the Catering Manager to plan menus for school meals
- Preparing food for the appropriate food services, breakfast, mid-morning break and lunch.
- To support the Catering Manager to check stock levels and place orders with suppliers.
- To monitor the cleanliness of the canteen and that the necessary standards are consistently maintained.
- Preparing food for other school functions when necessary
- Any other duties that may reasonably be required in line with the main duties of the role.

### Supervision and Management

The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits. The assistant catering Manager will be required to deputise for the Catering Manager in the event of any absences.

### Creativity and Innovation (i.e. Problem Solving)

The Assistant Catering Manager will develop systems such as stock management, portion control and monitor food wastage. The Assistant Catering Manager will support the Catering Manager to develop new menus to promote student take up of lunches.



## **Decision Making**

The job holder could recommend an alternative working practice/procedure in the absence of the Catering Manager.

## **Resources**

The Assistant Catering Manager uses machines for cooking on a daily basis but is not directly responsible for this equipment.

## **Working Environment**

The Assistant Catering Manager could be disrupted by a variety of problems and issues that may arise within the catering environment e.g. health and safety problems, accidents, breakdown of equipment. There will be some exposure to risk within the working environment of the school's kitchens, the post holder required to operate catering machinery and equipment.

Dining tables need to be put up and taken down once per week and hot boxes containing food have to be taken from the kitchen to the servery area.

## **Knowledge and Skills**

- A good standard of knowledge and skills in catering work in a similar environment
- Basic food hygiene and safety certificate.
- Knowledge of food hygiene procedures and allergens
- Good communication, team working and staff supervisory skills.



## Assistant Catering Manager Person Specification

Skills	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A valid food hygiene certificate and Advanced Food Hygiene Certificate or working towards</li> <li>• Good general level of education to include Maths and English GCSE (or equivalent) at grade C or above, or further relevant experience in the absence of formal qualifications</li> <li>• First Aid qualification or the willingness to undertake one</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to obtain further CPD</li> <li>• First Aid qualification or the willingness to undertake one</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of allergen management</li> <li>• In depth knowledge of food, food hygiene (including hazard analysis and critical control points) and food preparation</li> <li>• Experience of Health and Safety matters</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working in school catering or a similar catering environment</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong and competent communicator</li> <li>• Strong oral and written communication skills</li> <li>• Good communication skills within staff team and with pupils and parents as required to encourage partnership working</li> <li>• Working effectively as a team player</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of specialist diets for health conditions and cultural and religious backgrounds</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A positive can-do attitude</li> <li>• Positive role model</li> <li>• The ability to use own initiative</li> <li>• Maintain confidentiality</li> <li>• The ability to think quickly, work in stressful circumstances and stay calm</li> <li>• The ability to maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence.</li> </ul>	

***Above all, you need to be passionate about providing a high quality food service to pupils within budget and encourage and support a culture of healthy eating and a love of food within our school***