



Job Title	Catering Chef Manager
Grade	Band 4
Reports to	Chief Operating Officer
Liaison with	Central Team, Head teacher/Head of School, Midday team, Local Business Managers, Chief Executive Officer, Trustees, Governing Bodies, Local Authority, External Catering agencies/suppliers
Responsible for	Catering staff across the Trust

Key Responsibilities of this Role are:

Operational efficiency of the catering service for the Trust as well as a day-to-day responsibility for reporting school, planning, preparation and presentation of food and beverages to the required standard and within the budget constraints as agreed with the COO and the Lead Finance and HR.

Plan and manage the development of the catering provision as a traded service for the Trust.

Set and maintain a high standard of hygiene and health and safety in all kitchens within the Trust.

Forward plan for facility and equipment procurement and management to lead school meal provision in the local community to become a centre of excellence and training for other schools, apprenticeship programme through Colchester Institute etc.

Provide support to teachers and learners to provide resources and facilitate cooking with our pupils.

Work positively and proactively with various professionals such as Essex Schools Meals Service to continually improve and broaden the traded service offering for the Trust to provide income generation not including income from paid meals.

Responsible for high level of catering provision for occasions within the Trust, such as Board meetings, Parents Evening, Governing Body meetings etc.

Main Duties of this Role are:

Planning and Provision of Meals

- To be responsible for the preparation, presentation and delivery of all food to the required school standard, whilst ensuring the meals are what pupils want to eat.
- To ensure that methods of preparation and presentation comply with all current recognised catering standards including those for schools.
- Responsible for the ordering of raw materials and supplies and regularly check to ensure all raw and cooked food is stored correctly.
- To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.
- To ensure all staff adhere to the portion standard yields as stated within the recipe specification and required by Food Standards/Trust.

- To ensure that correct amounts of food are prepared and there is minimum waste – this will be a key objective.
- To be responsible for the monitoring of menu planning and ordering ensuring and evidencing best value guidelines.
- To ensure the prompt service of all meals, breaks and functions provided, as required by the School Leadership Teams.
- To implement local promotions/theme days, as required in liaison with the COO and LBMs.
- To ensure that all catering activities are carried out in line with the pre-agreed school budget. Any variances must be discussed and a plan in place to address any predicted overspends.
- To ensure any comments regarding the catering operation – positive or otherwise, are noted and acted upon appropriately.
- To plan, implement and review a cycle of menus to be revised at regular intervals as instructed by the COO.
- To adjust the menu to eliminate unpopular or costly items and introduce seasonal/local items where possible
- To purchase all supplies through agreed suppliers and advise the Head of Finance and HR/Local Business Manager of any unsolved difficulties with suppliers.
- To be responsible for stock control and rotation of stock.
- To support organisation of occasional special functions, which may be outside of normal working hours.
- To make provision for catering services and catering supplies required throughout the schools within the Trust retaining records as part of Catering Traded accounts.
- To be involved in the recruitment , induction and training of new catering staff
- To monitor staff performance, providing training and development as necessary and in line with the Lead-Infrastructure

Financial Management

- To ensure that all aspects of the Financial Regulations are followed throughout the Catering Operation
- To work with the COO to develop a Business Plan and Operational Plan for the Catering service.
- To have in place procedures to monitor progress against the Business Plan and Operational Plans.
- To ensure there is a fully costed menu, with sufficient information to ensure portion control.
- To prepare daily, weekly and monthly trading records highlighting significant variances to the operational plans
- To actively monitor satisfaction with food provided on a weekly basis.
- To maximise the full potential of the catering operation in terms of turnover, profitability, quality of food and value for money for staff and pupils.
- To hold regular team meetings/briefings with all catering staff and liaise with COO and Lead Finance and HR, as required.
- To be responsible for the immediate reporting of staff absences to the Local Business Manager.
- To review and monitor all purchasing procedures to negotiate economies of scale across the Trust, whilst ensuring Best Value is achieved.

Health & Safety

- To report all accidents and unfit foods through the recognised procedures.
- To ensure that all aspects of health and safety legislation are complied with so far as the catering service is concerned.
- To ensure that the cleaning schedule is complied with and carry out cleaning as required, including periodic deep cleans, by specialist contractors.
- To liaise with COO and Facilities/H&S Manager to ensure that all Catering Risk Assessments are carried out according to schedule.
- To regularly monitor First Aid kit in the kitchens are replenished and stock is in date - eye wash etc.

Other

- To take all necessary steps to ensure maximum security of kitchen supplies and equipment

- To work closely with the COO/CEO to proactively promote the catering service including use as a training facility for other schools/establishments.
- To identify and recommend improvements and cost savings.

Other responsibilities relative to this Role are:

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Board of Trustees and school Governors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.