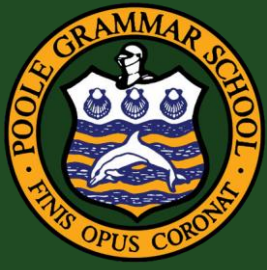


POOLE GRAMMAR SCHOOL



CATERING MANAGER

INFORMATION PACK



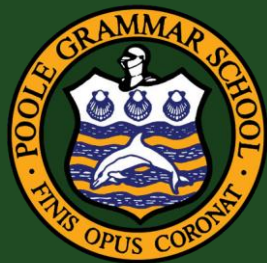
POOLE GRAMMAR SCHOOL

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Job Description

Catering Manager

Start date:	1 February 2024
Salary grade/range:	Band H, point 33-37 (£39,493 - £43,516 FTE)
Hours of work	37.5 hours per week Monday - Friday 6.30am – 2.30pm Flexibility will be required to cover business needs outside of normal hours Precise working times to be agreed on appointment 40 working weeks (39 term time + 1 week school holiday work)
Responsible to:	School Business Manager

Following the retirement of our long-serving catering manager, we are seeking an experienced catering manager who will continue to develop our catering provision. Our team has a long established reputation for excellence and the food we provide for students and other local schools is held in high regard. Food is freshly prepared on site each day and we strive to use locally sourced ingredients.

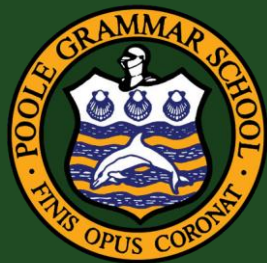
Background and Achievements

In 2008, Poole Grammar School was selected as a flagship school as part of the Food for Life Partnership (FFLP). The initiative promotes healthy eating for pupils, sustainable food sourcing, higher organic content menus, reducing food miles, and embedding a healthy food culture in the curriculum to complement our food technology and sciences teaching.

By meeting the demanding FFLP criteria on food sourcing and quality, growing and cookery clubs, farm visits, pupil, staff and community involvement, Poole Grammar obtained the bronze award in 2009, silver in 2011 and gold in June 2014. We now have ambassador status and have a high profile not only within the FFLP but also with Public Health England as part of their consultation on updating School Food Standards.

Main job purpose

- To provide a healthy catering service to the school and external customers;
- To be responsible for the operational management of the catering department;
- To deliver effective and efficient service providing internal and external catering while ensuring best value;
- Responsible for managing the kitchen, management of staff and meal production, overseeing the front of house and making sure that we offer the best service and quality of food for our students and staff as well as our external customers.



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Main responsibilities and duties

Overall Catering and Hospitality Expertise:

- Develop and maintain the catering service at a high standard of quality and customer service.;
- Continually review our provision and lead on menu development;
- Advise and plan for service development in relation to school meals and other catering opportunities.

Catering and Kitchen Management

- To plan, organise and provide the catering operations to ensure that the food, quality, presentation and service are provided to the highest standards;
- To plan menus and process all ordering requirements;
- To establish menu cycles of interesting and varied food, incorporating seasonal and where possible local produce, and using primarily fresh ingredients;
- To ensure that heavy duty kitchen equipment, light equipment, work areas, other facilities and general surroundings of each of the dining areas are maintained and operated to the standards required by statutory, local authority and school health and safety, fire and hygiene and policies;
- Responsible for ensuring that the school is compliant at all times with all statutory regulations in the delivery of catering services;
- Ensuring that all foods are correctly and clearly labelled in relation to allergens and provide alternative menus for special dietary requirements;
- Ensure all staff are directed to ensure stocks of food are ordered, deliveries checked and inspected on arrival for quantity and condition;
- Overseeing the checking of stocks formally at the end of each monthly accounting period and the maintenance of an up-to-date stock record of stock;
- Working within a constrained budget based on government set charging amounts;
- Regular checking of supplier prices is to be carried out to ensure that stock is purchased economically whilst maintaining a high level of quality within the agreed budget;
- Portion control is to be carried out by initial instruction to catering colleagues and by subsequent regular monitoring;
- Undertake promotional events, e.g. healthy eating initiatives in order to maximise meal uptake and raise the profile of the service;
- Gather feedback both formally and informally from customers and implement suggestions if financially and practically possible;
- Oversee the keeping of records of orders, invoices, receipts, returns and issues;
- Ensure that food and equipment is delivered to other schools as contractually agreed.

Provision of Catering Service for other schools

- To develop and maintain excellent working relationships with the other schools;
- Develop and adapt menus depending on the needs of each individual school;
- Working within agreed budgets to ensure that we meet contractual requirements as well within the finances budgeted;
- Manage the day to day relationship with the schools including collation of information on uptake and sales;
- Actively seek feedback and adapt processes and menus to fit requirements where possible;
- Ensure that quality and hygiene standards remain at the highest level.



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Supervision and management of people

- To develop and maintain excellent working relationships with the catering department staff, school staff, pupils and customers;
- To promote and role model excellent relationships and minimise staff turnover, through leading and motivating school catering staff through the proper allocation of duties and responsibilities and conforming to all school HR policies and procedures;
- To ensure that employees use safe methods of work and that no unauthorised person cleans / operates specified equipment;
- To attend meetings and training courses as required and ensure that catering staff do likewise;
- Responsible for the deployment of catering staff as required, and in the day to day management of colleagues in the delivery of a smooth and efficient service delivery of internal and external services, managing absences accordingly;
- Support the development and training of catering staff, ensuring that their career and professional development needs are met;
- Liaise with the Business Manager to review staff requirements upon staff leaving or changes in contracts;
- To promote teamwork and motivate staff to ensure effective relations.

Knowledge and skills

- Ability to work independently using own initiative;
- Ability to manage catering budgets, stock control, portion control and management of the service;
- Sound knowledge and understanding of school food guidelines and food safety legislation;
- Willingness to undertake and maintain the most up to date training for food hygiene and safety and ensure the whole team are up to date at all times.

Creativity and Innovation

- The post holder must be able to prioritise their workload;
- To establish menu cycles of interesting and varied food, incorporating seasonal and where possible local produce, and using primarily fresh ingredients;
- Creativity is a feature of the job but exercised within the general framework of recognised procedures.

Contacts and relationships

- Daily contact with staff, students, parents and visitors to the school;
- Telephone contact with external agencies such as catering suppliers;
- Contacts and relationships are generally not contentious, but outcomes may not be straightforward and may involve identifying details of service need, assessment, and initiating action to provide assistance.



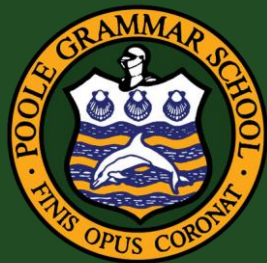
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Resources

- The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data;
- The post holder will be responsible for the proper use of all catering equipment including the delivery vans.

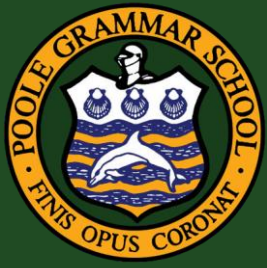
Prepared by: AJS/KH/HY

Date: October 2023



Person specification: Catering Manager

ATTRIBUTES	CRITERIA		METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> Experience of working at a management level in the catering industry in a high volume quality commercial kitchen Experience within a school setting Experience of manual handling procedure 	Essential Desirable Essential	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> 5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience. Relevant catering qualification 	Essential Essential	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> Good organisational and communication skills Ability to work under own initiative and under pressure Excellent customer care skills Can work constructively as part of a team 	Essential Essential Essential Essential	Application form Interview References Practical testing
Knowledge	<ul style="list-style-type: none"> Sound knowledge of school food guidelines and food safety legislation Knowledge of school's behaviour and management policy and procedures Knowledge of Child Safeguarding procedures 	Essential Desirable Desirable	Application form Interview References
Attitude / Motivation	a. Self motivated b. Team player c. The ability and willingness to do additional hours as and when required d. The ability to be flexible in fulfilling contractual hours	Essential Essential Essential Essential	Application form Interview References
Other Factors	e. Honest f. Dependable and reliable g. Trustworthy h. Commitment to Equal Opportunities i. Enhanced DBS check	Essential Essential Essential Essential Essential	Application form Interview References DBS process



Application procedure

All applicants are asked to submit an online application form via the Poole Grammar School website. Please visit www.poolegrammar.com/work-with-us. Once submitted, you will receive an acknowledgement email.

If you experience any issues with the online application form please contact pgshrdept@poolegrammar.com in the first instance. You will be permitted to complete the word version of the application form.

Candidates invited to interview must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post. Two forms of original identification are required such as a passport, current photo driving licence, full birth certificate. A proof of address document such as utility bill or financial statement issued within 3 months showing current name and address will also be necessary. Where a candidate is not a citizen of the country, proof of entitlement to work or reside in the UK will be required.

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department.

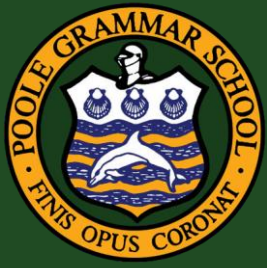
CVs will be accepted in addition to the above but will not be accepted on their own.

Closing date for applications: 12pm, Sunday 29th October 2023

Interviews: W/C 30th October 2023.

Informal discussions are encouraged. Please contact the HR department at pgshrdept@poolegrammar.com for more information.

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.



POOLE GRAMMAR SCHOOL

