



# The Cornerstone Academy

The best in everyone™

Part of United Learning

**Job Title:** Catering Manager

**Reporting To:** Cluster Operations Manager

**Job Purpose:**

- 1) Manage the day-to-day catering operations in the school including ordering, stock control, budget management, and service quality along with line management of other kitchen staff.
- 2) Develop the school catering service to its full potential.
- 3) Take a lead role in developing the Healthy Schools (Catering) initiative.

**Main Responsibilities and Duties:**

1. **Oversight of Catering service:** Plan, organise and monitor controls of food quality, presentation and service. Put in place strategies and actions to address any issues identified from monitoring visits, staff and student surveys and Academies staff observations. Ensure Catering staff members work as a team, covering for absences and delivering a high quality and efficient Catering service.
2. **Staff Training and Development:** Maintain records of staff training, qualifications and development needs. Put in place strategies and actions with the Cluster Operations Manager to address training needs so as to ensure staff are working within agreed food safety and hygiene in-house rules and within legislation at all times.
3. **Budgetary control:** Ensure menus are accurately costed and priced so that the required gross margin is achieved on each item. Ensure cluster-wide suppliers are used wherever possible, in order to benefit from volume-related discounts and put in place negotiated discounts and other arrangements so as to minimise spend and maximise profit. Put in place processes to monitor and minimise food waste. Assist with setting the annual budget and monitor performance against budget on a monthly basis, putting in place strategies and actions to deliver Catering services within budget.
4. **Staff management and appraisal:** Manage all Catering staff, setting annual objectives assigning tasks and carrying out appraisals as part of the Performance Management processes.
5. **Food ordering, stock control and receipt of deliveries:**
  - Order food as required to ensure 'just in time' food and beverage supplies as required for the full Catering service.
  - Receive deliveries, carrying out quantity, quality and temperature checks, along with any related paperwork
  - Put away deliveries and take products from stock, ensuring correct stock rotation, food labelling and quality control guidelines
  - Ensure out-of-date items are removed from stock and safely disposed of and minimise food waste through effective working practices.

6. **Food preparation and cooking of meals:** Take a hand-on approach to food preparation and cooking, assigning tasks to all Catering team members at the site so as to ensure the required number of food products are available each day, in accordance with specified menus, taking care of allergens and special dietary requirements. Review menu and nutrition ideas as part of driving continuous improvement.
7. **Promoting positive behaviour:** Be a friendly and encouraging presence and ensure the dining environment is inviting and engaging, including putting up and taking down posters and decorations for themed events and on an ongoing basis.
8. **Kitchen and equipment cleaning and maintenance:** Ensure that all kitchen equipment, tea towels and surfaces are cleaned and maintained and ensure high health and safety and hygiene standards are maintained at all times. Ensure all staff comply with the dress code and uniform requirements so as to present a clean and professional impression at all times.
9. **Work as part of the Catering team, providing support and cover in:**
  - Preparing, cooking and serving food and drink as required, positively encouraging students to try a variety of food
  - Restocking serving areas and operating tills as required, and seeking to ensure that no food and beverages are served without being entered onto the cashless till systems
  - Manually washing up and/or loading and unloading dishwashers as appropriate
10. **Corporate and statutory initiatives:** Support all corporate aims including the promotion and marketing of the Catering service through various activities from time to time. Ensure all statutory obligations and procedures are followed including with regard to temperature probe calibration and recording; the provision of allergen information; safe working practices; site security and other legal or regulatory requirements as stipulated.

### **Knowledge and Skills**

- Intermediate or Advanced Food Hygiene certification & NVQ 4 or relevant experience.
- Experience of managing a high-volume food production outlet.
- Team Leadership skills.
- Allergens knowledge

### **Other Duties**

The post holder may be required to perform duties other than those identified as key tasks in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify a formal re-evaluation of a post. In cases however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

### **Additional Information**

The post holder is required to comply with the dress code and uniform as stipulated from time to time, designed to ensure health and safety and hygiene requirements are met as well as to maintain a professional and welcoming dining environment for students and staff.

Prepared by: The Cornerstone Academy  
September 2025

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_