



Priory School (Foundation)

## Job Description: Assistant Catering Manager

**Responsible to: Catering Manager**

### **Main Purpose of the job:**

To support the Catering Manager with the provision of a high quality catering service which meets the needs of the pupils and the school and ensures that catering standards are achieved and maintained, which support the raising of standards of achievement and attainment of pupils.

To deputise for the Catering Manager in all areas in his/her absence.

### **To support the Catering Manager:**

Developing and progressing the catering provision to deliver healthy and high quality meals that meet recently published Nutritional Standards.

Ensuring the aesthetic qualities of the catering provision including food presentation and the eating environment.

Marketing the provision to staff and children and increase and maintain the uptake.

### **Managing Resources**

- Assisting with the preparation, cooking and serving of the food on the 3 week menu cycle.
- Being responsible for one of the serveries in the lunch hall which includes ensuring the food is available on time, topped up for each sitting and always appropriately presented to encourage the children.
- Engaging with the children to give help and guidance and encouragement where necessary.
- Managing the staff on the servery so that it runs smoothly.
- Maintaining authorised stock levels.
- Assist the Catering Manager with the delivery of curriculum cookery lessons and afterschool clubs as required
- Ensuring that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.

### **Health and Safety**

- To ensure compliance with school's Health and Safety policy and COSHH regulations with regard to food, equipment, materials and general safety. To undertake relevant training where necessary.
- To ensure the safe operation of kitchen equipment at all times.
- To ensure the necessary repairs to kitchen equipment are reported, ensuring that unsafe equipment is taken out of use pending repair.
- To ensure that all kitchen areas are clean and free from hazards.
- To undertake regular Risk Assessments for the kitchen and dining area.
- To ensure that all accidents and incidents are reported, including notifiable disease.
- To ensure the security of the catering area at all times.

### **Other Duties**

- To effectively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to ensure the commercial viability of the service.
- To assist in the recruitment, assessment, selection and appointment of catering personnel.

### **General duties**

- Support, promote and comply with decisions and policies agreed by the SLT and the governing body.
- Make a positive contribution to the implementation of the School Improvement Plan and policies in all areas of school life.
- Actively organise and participate in activities connected with the School.
- Develop effective, professional working relationships with colleagues.
- Develop own professional knowledge, skills and understanding through active participation at meetings and training.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Priory School or to the health and personal affairs of pupils, parents and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

### **Safeguarding and Behaviour**

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" (January 2007) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the School.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People' (January 2009). You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

### **Freedom of information**

The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

**No Smoking / intoxicants Policy**

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Priory School. No smoking or intoxicants are permitted in school vehicles or in any vehicle parked on school premises. Smoking of any product and the consumption of alcohol on the school site are strictly forbidden.