

## Job Description: Deputy Catering Manager

<b>Reporting to:</b>	Catering Manager
<b>Location:</b>	Ark Victoria Academy
<b>Start Date:</b>	February 2022
<b>Contract:</b>	Permanent
<b>Working hours:</b>	36 hours per week (worked flexibly depending on the service and school demands between 6.48am to 2.30pm).
<b>Working Pattern:</b>	Term-time only
<b>Salary:</b>	Ark Support Scale Grade 6: Pay Points 8 – 19 (£20,493 – £25,481)
<b>Closing Date:</b>	6 <sup>th</sup> January 2022
<b>Interviews:</b>	Week commencing 10 <sup>th</sup> January 2022

Ark Victoria Academy provides pupils with a unique journey in their education through the curriculum, the wider student experience offer and the vast range of opportunities that we are able to provide as an all-through school. Whilst being a large school, we are able to retain a family feel to nurture our pupils through their schooling and ensure that they leave us with the skills and qualifications to continue their journey of life-long learning in a university or career of their choice.

It's for this reason that Ark Victoria Academy was judged 'Good' by Ofsted in May 2019, with a strong emphasis on expert subject knowledge from our teachers, strong teaching and leadership and a focus on excellence for our students and staff.

### *Why work for Ark Victoria?*

Hear what our teachers have to say about working at Ark Victoria Academy:

<https://arkvictoria.org/page-strips/hear-our-team-o>

### **The Role**

As the Deputy Catering Manager, you will prepare, cook and present food which meets the school standards and according to the Catering Manager's direction. You will also be responsible for supervising the catering team and ensure high levels of food preparation and kitchen cleanliness is maintained across all kitchen and dining areas as well as ensuring a high standard of catering service is provided.

### **Key Responsibilities**

#### **Food Preparation:**

- Assist in the planning and preparation of innovative seasonal menus and cooking for special functions and events which encourage healthy and nutritional eating habits
- Ensure food is prepared in accordance with relevant regulations and the procedures expected by the Catering Manager

#### **Kitchen Operations**

- Deliver excellent standards of customer service
- Assist with stock control/stock taking including receiving and checking supplies and safe storage

- Instruct Catering Assistants in food production methods
- Carry out additional tasks concerned with the operation of the kitchen, as and when required by the Catering Manager
- Deputise for the Catering Manager as and when required

### Other

- Actively promotes the safety and welfare of our children and young people
- Ensures compliance with Arks data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

## Person Specification: Deputy Catering Manager

### Qualifications

- Relevant catering qualification
- Health & Hygiene Certificate L3 (desirable)
- First Aid qualification (desirable)

### Knowledge, Skills and Experience

- Experience catering in large quantities, ideally within a school
- Experience of cultural diversity with particular reference to food preparation and dietary preferences (desirable)
- Knowledge of healthy eating and nutrition and creating related menu's
- Excellent communication skills with children and adults
- High level of proficiency with Microsoft Office

### Behaviours

- Genuine passion and interest in food and in helping children learn to eat healthily
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Excellent interpersonal skills, able to motivate and manage others effectively
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*