

## Job Description: Lead Catering Manager

<b>Reporting to:</b>	Operations Manager
<b>Location:</b>	Ark Putney Academy
<b>Contract:</b>	Permanent
<b>Working Pattern:</b>	36 hours per week, 41 weeks per annum worked flexibly depending on the service demands between 7.00am to 4.00 pm (excluding lunch break)

### The Role

You will have overall responsibility for ensuring the academy's quality of dining is outstanding, including dining operations, budgeting and finance, health and safety, and managing and developing a high functioning catering team. The post will involve some cooking, when required.

### Key Responsibilities

#### Catering and Kitchen Management

- Plan, organise and manage the catering team and catering operations to ensure the school has an innovative seasonal menu, plan high quality food, friendly customer service delivered to an excellent standard, which encourages healthy and nutritional eating habits
- To consistently prepare, cook and present food, to school standards. The post will involve some cooking, when required
- Ensure effective kitchen systems and procedures are in place which monitor, maintain and improve the standards of the product and service including effective communication of allergenic ingredients in all foods served
- Organise and execute internal and external functions, events or theme days, as required
- Responsible for building and maintaining a highly functioning catering team by participating in recruitment and selection, effectively structuring each member's roles and responsibilities, providing regular training and supporting their wellbeing using Ark's People policies

#### Food

- Oversee all food production and delivery, always ensuring the highest standards
- Communicate with students and staff to gather feedback, understand customer needs and develop the food accordingly
- Ensure effective kitchen systems and procedures are in place which monitor, maintain and improve the standards of the product and service including effective communication of allergenic ingredients in all foods served

#### Financial / Budget Management

- Develop an annual catering budget and manage the catering function within the set budgetary and gross profit targets, recommending and implementing cost reductions and service improvements
- Produce reports and financial analysis when required
- Ensure effective storage, use and replenishment of food stock and associated records, and follow the Academies purchasing and accounting policies and procedures

## Health and Safety

- Ensure that all kitchen and dining area/equipment area are maintained and operated to the standards required by the statutory, local authority and academy health, safety, fire, food and hygiene regulations and policies
- Ensure that a system of HACCP controls is in place and appropriate records are always maintained

## Other

- Actively promotes the safety and welfare of our children and young people
- Ensure compliance with Ark's 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: Lead Catering Manager

### Qualifications

- Professional hospitality/catering qualification at L2 or above
- Health & Hygiene Certificate L3, desirable
- First Aid qualification, desirable

### Knowledge, Skills and Experience

- Experience catering in large quantities in a managerial role, ideally within a school
- Experience of cultural diversity, with reference to food preparation and dietary preferences, desirable
- Knowledge of healthy eating and nutrition and creating related menus
- Experience leading, coaching and motivating staff, ensuring professional development and effectively challenging and managing any underperformance
- Experience setting and managing a catering budget
- 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 multitask 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 its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*