



# Ormiston Meadows Academy

Matley, Orton Brimbles, Peterborough PE2 5YQ

**Principal:** Mrs J Watt

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An **OAT** Academy

## JOB DESCRIPTION

POST TITLE:	CATERING MANAGER
HOURS:	30 HOURS A WEEK (TERM TIME PLUS TRAINING DAYS ONLY)
GRADE:	GRADE 6 (POINTS 18-22) FT SALARY £18870 -£21074 (Actual salary approx. £13050 to £14500)
RESPONSIBLE TO:	THE PRINCIPAL AND SCHOOL BUSINESS MANAGER

## PURPOSE OF THE JOB

To manage the catering operations of the Academy delivering the highest standard of customer service, within the Academy's budgetary requirements

To show innovation with regards to the planning of school menus for pupils and develop a break time healthy snack menu

## MAIN DUTIES/AREAS OF RESPONSIBILITIES

### **Catering Provision**

1. To develop and progress the catering provision to deliver healthy and high quality meals using fresh produce
2. Provide exceptional standards in all aspects of food service, an attention to detail is vital
3. Ensure all food/ meals are produced on time for the various service requirements
4. To achieve best value without compromising quality.
5. To be responsible for the performance of whole school catering provision.
6. To ensure the attractiveness of catering provision including food presentation and the eating environment.
7. Prepare food in accordance with all guidelines and legislations
8. To follow and comply with Ormiston Academies Trust's Catering Policy

### **Managing Resources**

1. To maintain authorised food stock levels
2. To undertake routine checks of equipment, cleaning material, stationery and uniform.



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## Ormiston Meadows Academy

3. To ensure that maintenance agreements for all equipment are current and arrange for the necessary checks at renewal.
4. To plan daily menus, making provision as appropriate for special food diets, and order stocks accordingly.
5. To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.
6. To prepare and cook food for the daily service to pupils, staff, parents and visitors and for designated events

### Managing Staff

1. To supervise and deploy all catering staff to ensure the efficient organisation of the catering service, and deal with any staffing problems/issues that may arise.
2. To ensure an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered effectively in the absence of key personnel.
3. To oversee the preparation, cooking and service arrangements

### Health & Safety

1. To ensure compliance with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
2. To ensure the safe operation of kitchen equipment at all times.
3. To ensure that necessary repairs to kitchen equipment are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair.
4. To ensure that all kitchen areas are clean and free from hazards.
5. To undertake regular Risk Assessments alongside the School Business Manager and Site Manager.
6. To ensure that all accidents and incidents are reported, including notifiable diseases.
7. To ensure the security of the catering area at all times.
8. To be responsible for the regular inspection and maintenance of the First Aid Box and arrange replenishment as necessary.
9. To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.

### General Responsibilities

1. To work as part of the School team.
2. To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas to support the raising of standards in school and aspects of commercial viability.
3. To assist in the recruitment, assessment, selection and appointment of catering personnel.
4. To assist in the application of the annual Support Staff Development Review for all catering personnel.
5. To provide induction training for catering personnel and identify and co-ordinate necessary training and development requirements to ensure that all staff have the skills and abilities required to deliver an effective catering service and maintain appropriate records.
6. To work flexibly and undertake, when required, other duties associated with supporting the needs of pupils, as may reasonably be determined by the Principal or his representative.
7. To support the children in developing their skills in food technology.
8. To undertake hospitality duties as requested by the Principal



Support for the School

1. Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
2. Contribute to the overall ethos/aims of the Academy.
3. Attend and participate in relevant meetings as required.
4. Participate in training and other learning activities as required.
5. Recognise own strengths and areas of expertise and use these to achieve and support others.
6. Undertake/lead Enrichment Clubs for the benefit of pupils

Other

1. Any other duties required by the Principal, which is within the scope of this post.
2. To work within and encourage the Academy's Equal Opportunity policy
3. Ensure all procedures relating to Safeguarding and Child Protection are followed as a priority.

ADDITIONAL INFORMATION

Employees are expected to be aware of and adhere to all Academy policies.

Signed      Date

Signed      Date

Ormiston Meadows is committed to safeguarding and promoting the welfare of all pupils and expects all staff and volunteers to share this commitment.