



## Job Description Job Title: Catering Manager

Accountable to:	School Business Manager	Line Managing:	N/A
Post type:	Permanent	Salary/Grade:	Grade H Point 14-17 £27,367 - £29,729
Liaising with:	Staff, students and visitors		
Every member of staff is required to:			
<ul style="list-style-type: none"><li>• Work towards and promote the vision, beliefs, aims and expectations of the school</li><li>• Support and contribute to the safeguarding of all students</li><li>• Undertake professional development activities to enhance personal development and performance</li><li>• Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.</li></ul>			
Main Purpose			
<ul style="list-style-type: none"><li>• Supervise the catering team, including allocating work tasks</li><li>• To co-operate in the formulation of and implementation of food safety legislation procedures necessary for the running of a quality catering service</li><li>• To plan menus which meet the requirements of statutory Nutritional Standards within budget available, including special diets</li><li>• To ensure correct and efficient food storage to minimise unnecessary wastage and deterioration of foodstuffs.</li><li>• To prepare, cook and serve a variety of healthy and balanced meals in bulk for students, staff and visitors</li><li>• Transport food to serving locations</li><li>• Offer encouragement and guidance to assist pupils in making choices</li><li>• Order supplies, receive food deliveries, check off and put away</li><li>• Ensure appropriate records are kept</li><li>• Handle electronic payments for sales</li><li>• Wash up (manual and dish washer)</li><li>• Clean kitchen equipment, utensils, surfaces, fridges, sinks, ovens, floors, walls and store areas</li><li>• Put out, lay and return to storage, furniture used in the dining room</li><li>• Clean dining area</li><li>• Set up plates and cutlery for use</li></ul>			
Support to School			
<ul style="list-style-type: none"><li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li><li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>• Be aware of, support and ensure equal opportunities for all.</li><li>• Contribute to the overall ethos/work/aims of the school.</li><li>• Appreciate and support the role of other professionals.</li><li>• Attend and participate in relevant meetings as required.</li><li>• Participate in training and other learning activities and performance development as required.</li><li>• Assist with pupil needs as appropriate during the school day.</li><li>• Maintain safe and hygienic working practices at all times.</li></ul>			



# THE AVON VALLEY SCHOOL & PERFORMING ARTS COLLEGE

<b>Responsibility for others:</b>
The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety).
<b>Responsibility for staff:</b>
The post has full supervisory responsibility for a team of staff.
<b>Responsibility for budget:</b>
The post has some direct responsibility for a budget.
<b>Responsibility for physical resources:</b>
The post has some direct responsibility for physical resources, involving day to day maintenance of equipment and/or ordering/stock control of a limited range of supplies and/or use of expensive equipment.
<b>Continuing Professional development:</b>
<ul style="list-style-type: none"><li>• Take responsibility for personal professional development, keeping up-to-date with research and developments</li><li>• Undertake any necessary professional development as identified</li><li>• Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice</li></ul>
<b>Additional Duties</b>
<ul style="list-style-type: none"><li>• Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies</li><li>• Undertake any other duties as reasonably required by the Headteacher</li></ul>

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**Safer Recruitment Statement:**

*We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).*