



Our Lady and St Patrick's College, Knock

Catering Manager

Personnel Specification

Please ensure that you provide evidence to address the criteria on the Personnel Specification. Evidence will be gathered from the application form, at interview (if shortlisted) and through references and certificates.

QUALIFICATIONS AND TRAINING

| ESSENTIAL | DESIRABLE |
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| <ul style="list-style-type: none"> NVQ Level 2 in food preparation and cooking or equivalent or higher relevant qualification. <p>OR</p> <p>3 years' experience of food preparation and cooking within a catering establishment.</p> <ul style="list-style-type: none"> Food Safety Level 2 (Basic Food Hygiene) Certificate. | <ul style="list-style-type: none"> 5 GCSEs, including English Language and Mathematics. First Aid Qualification. |

EXPERIENCE

| ESSENTIAL | DESIRABLE |
|--|---|
| <ul style="list-style-type: none"> 1 year or more relevant experience. Experience of working and leading a catering team including menu planning, ordering and stock control, cooking and service of food. | <ul style="list-style-type: none"> Experience within a school or education establishment. Catering software experience. Experience of budget management. |

SKILLS

| ESSENTIAL | DESIRABLE |
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| <ul style="list-style-type: none"> Committed to effective teamwork. Excellent planning and organisational skills. Knowledge of Hazard Analysis Critical Control Point (HACCP) | <ul style="list-style-type: none"> Strong attention to detail. ICT skills. |

PERSONAL QUALITIES

| ESSENTIAL | DESIRABLE |
|--|--|
| <ul style="list-style-type: none"> An excellent personal and professional role model who supports the College ethos; Child-centred approach. A strong sense of integrity and confidentiality. Good interpersonal skills. Energetic, innovative, resilient and positive. Proactive and a high degree of initiative. | <ul style="list-style-type: none"> Willingness to participate in the College's extra-curricular activities. |



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Catering Manager

Job Description

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| <p>1. Job Title: Term Time Permanent Catering Manager (37 weeks)</p> |
| <p>2. Hours/Salary:</p> <ul style="list-style-type: none">• 36 hours per week – 8.00am to 3.45pm• £22,238 - £23,781 (NJC Points 7-11) |
| <p>3. Reporting Relationships/Line Managers: The post holder reports to the:</p> <ul style="list-style-type: none">• College Business Manager |
| <p>4. General Duties:</p> <p>4.1 To supervise the day-to-day running of the Dining Hall including the work of the Cooks and Canteen Assistants and all activities concerned with the preparation and cooking of meals.</p> <p>4.2 To plan the three-weekly menu with the Health Education Co-ordinator in accordance with Department of Education's Nutritional Standards and the suggestions of the School Nutrition Action Group (SNAG).</p> <p>4.3 To prepare and cook whatever is necessary for the daily menu including any special dietary needs.</p> <p>4.4 To ensure that sufficient supplies are ordered to maintain menus always ensuring Value for Money.</p> <p>4.5 To provide catering and hospitality for in-house and third-party functions, meetings and other College events.</p> <p>4.6 Overtime will be required for some events outside normal working times.</p> <p>4.7 To comply with all Food Hygiene and Health and Safety regulations and codes of practice.</p> <p>4.8 To ensure that Catering staff provide a friendly and efficient service to all customers.</p> <p>4.9 To ensure a quick throughput of customers ensuring that all serveries and till points are available and adequately staffed.</p> <p>4.10 To attend SNAG meetings.</p> <p>4.11 To facilitate the use of the dining area for other school activities outside of break and mid-day mealtimes.</p> <p>4.12 To ensure menus and promotions are displayed effectively.</p> <p>4.13 To ensure that the Cashless System is kept up to date in terms of menus, prices and customers.</p> <p>4.14 To ensure that student and staff accounts exceptions are notified to the College Business Manager for adjustment.</p> <p>4.15 To ensure that any cash expenditure for provisions are covered by a receipt.</p> <p>4.16 To prepare month end salary timesheets for all canteen staff.</p> <p>4.17 To produce a year end stock list.</p> <p>4.18 To attend monthly finance meetings with the College Business Manager.</p> <p>4.19 To ensure cover for colleagues on sick leave as and when required.</p> <p>4.20 To manage attendance and time keeping with the support of the College Business Manager.</p> <p>4.21 To manage disciplinary issues with the support of the College Business Manager.</p> <p>4.22 To provide health and safety induction training to casual workers, volunteers and trainees.</p> <p>4.23 To ensure that all staff have up to date hygiene certificates and if not to organise the training required through the College Business Manager.</p> <p>4.24 To ensure that the Dining Hall/Kitchen, equipment and furnishings are properly maintained and to notify the College Business Manager and FM of any damages, defects etc.</p> <p>4.25 To ensure that Dining Hall areas including the external seating in the underpass (Summer Term) are clean, safe and hygienic at all times.</p> <p>4.26 To ensure that all Kitchen and Dining Hall areas are meticulously cleaned every day.</p> |