

Matrix Academy Trust Job Description – Catering Manager

Based at:	Barr Beacon School
Arrangement:	37 Hours a week, term time only A degree of flexibility is required to cater to the needs of the Trust
Salary:	FTE £26,000 Actual Salary £21,684.78
Main Purpose:	<p>Matrix Academy Trust is a Multi Academy Trust based in Walsall, West Midlands. The Trust currently has four schools and we are seeking to appoint a Catering Manager to work with the existing catering team at Barr Beacon School and also oversee the Catering Departments at other schools within the Trust.</p> <p>The Trust currently has four schools spread across 5 sites, Barr Beacon is the lead school within the Trust and is a Secondary Academy in Walsall catering for children aged 11 – 18, the school currently has approximately 1530 pupils. The other schools within the Trust are Bloxwich Academy (an all-through academy in Walsall), Dame Elizabeth Cadbury School (a secondary academy in Birmingham) and Etone College (A Secondary academy in Nuneaton).</p> <p>Barr Beacon School has a busy kitchen which provides for pupils and staff during term time, other functions and events. In essence the Kitchen is operational for at least 39 weeks of the year. The Catering Manager is responsible to the Headteacher of each school and in turn to the Chief Executive of the Trust. The Catering Manager is in charge of Barr Beacons central kitchen, management of staff and meal production. Overseeing the front of house, making sure that we offer the best service and quality of food for all our students and staff.</p> <p>The Catering Manager will be required to liaise with and support the Head Chefs working at each of the schools within the Trust and visit these sites from time to time.</p> <p>The Catering Manager may also be asked to work temporarily at one of the other schools within the Trust if required due to staff absence or shortages.</p>
Main Activities:	<p>Staff Management</p> <ul style="list-style-type: none"> • The Catering Manager is responsible for the management, direction and control of all kitchen and dining room staff. • The morale of subordinate staff is to be promoted by good management which combines discipline with understanding and praise where it is due. The welfare of the staff is to be given proper consideration and difficulties or disputes should be discussed with the HR Manager and ultimately with the Headteacher for resolution if necessary. • High standards of performance are expected at all times. To promote this, the Catering Manager should identify staff training needs and liaise with each School's Headteacher with regard to provision. • The Catering Manager is responsible for dissemination of all relevant information, this will be via liaison with each schools Head Chef and by carrying out team meetings as appropriate. <p>Meal Planning and Meal Provision</p> <ul style="list-style-type: none"> • It is the Trust policy to produce as much food as possible in-house. Menu planning must be undertaken to ensure that meals of optimum nutritional

value for growing children are provided continually, but with sufficient variety to maintain popularity.

- All menus must adhere to government legislation and guidelines on nutritional standards.
- Before the start of each term a fully costed 4 weekly rotational menus for the coming Term (with flexibility) is required to be presented to the Headteacher of each school. This will give sufficient time for consultation and approval.
- Menus are to be prepared at least three weeks in advance of start date so that they can be issued at least one week in advance. Personal dietary needs of pupils and Nutritional needs at Exam times to be taken account of.
- Healthy meals and snacks are to be provided each day of the week, Monday to Friday, i.e. breakfast (before School), break time and lunch.
- The main courses at lunch should include a choice of at least two hot dishes with vegetables/sides and a vegetarian option, followed by a choice of at least two puddings. Menus should take into account the diversity of nationality amongst consumers at the Schools.
- Special dietary requirements are to be catered for, e.g., vegetarian meals.
- Testing and consultation with the pupils of new menu ideas should be undertaken.
- Liaison with Leadership for catering for special functions is required.
- Catering will also be required for governor's meetings and other events and functions.
- Special attention should be given to the correct labelling of certain foods, e.g. 'This dish contains nuts/wheat'.
- All menu items must have correct allergen labelling.
- The Catering Manager will have a sound knowledge and understanding of Government legislation on nutritional standards in schools.

Administration

- The Catering Manager, is required to keep a record of orders, invoices & receipts, returns and issues in a form capable of being audited.
- The Catering Manager is required to ensure all catering staff have received appropriate food safety training and ensure all records are monitored and up to date.

Stock Control

- The Catering Manager will ensure all staff are directed to ensure stocks of food are ordered, deliveries checked and inspected on arrival for quantity and condition, adequately secured, rotated.
- Overseeing the checking of stocks formally at the end of each monthly accounting period and the maintenance of an up to date record of stock.
- Regular checking of suppliers' prices is to be carried out to ensure that stock is purchased economically whilst maintaining a high level of quality within the agreed budget.
- Portion control is to be carried out by initial instruction to catering colleagues and by subsequent regular monitoring.

Accounting

- The Catering Manager will oversee the keeping of records of orders, invoices, receipts, returns and issues in a form which is capable of audit.
- Close liaison with the Finance Manager is required to ensure all record keeping is accurate ensuring financial probity.

Equipment

	<p>The Catering Manager will ensure:</p> <ul style="list-style-type: none"> • the correct and effective use of the catering equipment is instructed. • equipment is cleaned daily • any maintenance issues are addressed and reported • routine repairs should be reported to the Head Caretaker major repairs should be reported to the Headteacher. • replacements are to be recommended to the Headteacher for consideration. • servicing and cleaning of fixed catering equipment is completed periodically, this should include extraction hoods and gas suppression systems. <p>Safety and Hygiene</p> <ul style="list-style-type: none"> • The Health and Safety of staff is of paramount importance, the requirements of the 1974 Health and Safety at Work Act and other ancillary legislation are to be satisfied at all times. • Standards of hygiene are to be exemplary and there should be frequent checks on the personal hygiene of catering staff, with particular reference to hair, hands and nails. • Check all catering staff are wearing the correct uniform at all times. • The kitchen area must be kept clean at all times, and the dining room checked frequently, including under tables. • All accidents must be reported to a first aider.
<p>Other:</p>	<ul style="list-style-type: none"> • Transport food or equipment to other schools as necessary using the School Minibus • Attend Minibus Driver Training as required • To attend First Aid training as required • Administer First Aid to pupils, staff and visitors as required • To attend any other training courses as required • To undertake any duties reasonably directed by the Headteacher/Chief Executive

Matrix Academy Trust
Personal Specification – Catering Manager

Desired Personal Attributes	Method of Assessment
<p>1. Physical</p> <ul style="list-style-type: none"> • Fit and healthy as the post requires physical exertion. • Maintain a good standard of personal hygiene & presentation. 	<ul style="list-style-type: none"> • Job and medical history from • Application form • References • Performance in interview process
<p>2. Qualifications</p> <ul style="list-style-type: none"> • Relevant Catering or equivalent qualification. • Candidates must have an adequate level of literacy and numeracy (GCSE in English & Maths). • First Aid Qualification 	<ul style="list-style-type: none"> • Application form • Certificates • Reference • Interview task
<p>3. Experience</p> <ul style="list-style-type: none"> • Experience of working within the catering industry. • Experience of manual handling procedures. 	<ul style="list-style-type: none"> • Application form • Interview • Reference
<p>4. Skills and Knowledge</p> <ul style="list-style-type: none"> • Ability to work independently using own initiative. • Can work constructively as part of a team. • Sound knowledge and understanding of School food guidelines and food safety legislation 	<ul style="list-style-type: none"> • Application form • Interview • Reference
<p>5. Personal Circumstances</p> <ul style="list-style-type: none"> • The ability and willingness to do additional hours as and when required. • The ability to be flexible in fulfilling contractual hours. 	<ul style="list-style-type: none"> • Application form • Interview • Reference
<p>6. Disposition and Personal Characteristics</p> <ul style="list-style-type: none"> • Honest • Dependable and reliable. • Hard working • Trustworthy 	<ul style="list-style-type: none"> • Application form • Interview • References
<p>7. Legal Requirements</p> <ul style="list-style-type: none"> • Enhanced Disclosure & Barring Service (DBS) check required. • Must not be prohibited from working with children. 	<ul style="list-style-type: none"> • DBS Check • Application form • References
<p>8. Other Requirements</p> <ul style="list-style-type: none"> • Willingness to work at other schools within the Trust as necessary 	<ul style="list-style-type: none"> • Application form • Certificate • References