



## Sedgefield Community College – Job Description

<b>Post Title:</b>	<b>Deputy Catering Manager</b> <b>Grade: AP&amp;T Scale 1, Point 10</b> <b>30 hours per week.</b> <b><u>Term Time Only + 5 days</u></b>
<b>Purpose of the Post:</b>	<ul style="list-style-type: none"><li>• <b>Support the Catering Manager in the preparation, cooking and delivery of the daily meals service as well as ordering supplies.</b></li><li>• <b>Assist with money handling.</b></li><li>• <b>Deputise for the Catering Manager in her absence.</b></li><li>• <b>Support the Catering Manager in ensuring the highest standards of food hygiene / handling and safe working practices.</b></li></ul>
<b>People to whom I am accountable:</b>	<b>Headteacher via Business Manager</b>
<b>People for whom I am accountable:</b>	<b>In the absence of the Catering Manager; Catering Staff and Lunchtime Supervisors.</b>
<b>Overall Responsibilities:</b>	<b>To assist the Catering Manager with the following tasks:</b> <ul style="list-style-type: none"><li>• The day to day running of the College catering function.</li><li>• Compiling daily and weekly trading records as required in line with financial and audit practices where required.</li></ul>

	<ul style="list-style-type: none"> <li>• Support the Catering Manager with the handling of cash including collection from re-valuers, counting, putting correct amounts of cash in money bags / collection bag and writing paying slips out for the collection of monies from breaktime and school lunches on a daily basis and any other catering function.</li> <li>• Maintaining and updating daily monitoring records including updating of temperature charts for fridges, freezers and store / cold rooms, routing probe tests for hot and cold foods and food sampling where appropriate.</li> <li>• Cooking activities for full range of meals.</li> <li>• Serving meals, snacks and beverages as required.</li> <li>• Food deliveries and storage of food and stocks as required.</li> <li>• Clean dining areas in line with school procedures.</li> <li>• Setting out meal trays, cutlery, tables and chairs and other serverly equipment.</li> <li>• To comply with health and safety policy and systems, report any incidents / accidents / hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.</li> <li>• Communicate with clients, school visitors, students, school staff and the community as a whole where necessary.</li> <li>• To undertake other duties and responsibilities as required commensurate with the grade of the post.</li> <li>• The postholder has common duties and responsibilities in the areas of: Quality Assurance, Communication, Professional Practice, Health &amp; Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality &amp; Diversity, Confidentiality and Induction.</li> <li>• Responsible for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.</li> </ul> <p>In addition, it is expected that the post holder deputises for the Catering Manager in her absence.</p>
<p><b>Qualifications:</b></p>	<ul style="list-style-type: none"> <li>• Basic Food Hygiene</li> <li>• Intermediate Food Hygiene – Desirable</li> <li>• Trained First Aider / willingness to train as one - Essential</li> </ul>

**Skills, Knowledge & Aptitudes:**

- Posses well developed cooking skills.
- Knowledge of Health & Safety standards relating to catering (e.g. food hygiene / handling).
- Previous catering management experience (including staff, budget and stock management).
- Knowledge of the national nutrition guidance relating to healthy eating and portion control.
- Knowledge of OFSTED or similar standards would be desirable.
- Developed ICT skills (including spreadsheets).
- Customer care.

**Personal Qualities:**

- Outstanding communication skills.
- Strong organisational skills.
- Take a lead on being inventive and innovative with new idea's within the Catering Department and the promotion of the catering facilities.
- Ability to lead and motivate staff.
- Proactive approach to problem solving.

**Sedgefield Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Any offer of employment will be subject to receipt of a satisfactory CRB Enhanced Disclosure and identity verification.**

**NOTES**

1. *The above responsibilities are subject to the general duties and responsibilities contained in the relevant Conditions of Service. This is a “job description” and not the Operational Services Conditions of Employment.*

2. *This job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying out each of them.*

3. *The duties outlined above cannot totally encompass or define all tasks which may be required of the post holder. Other duties may, therefore, be allocated from time to time, commensurate with the grade of the post.*

4. *The post will be reviewed at least once every two years and it may be subject to modification or amendment at any time, after consultation with the post holder.*

**Post Holder:**

**Signed:**

**Signed:**

**Post holder**