

## JOB DESCRIPTION

Section: <b>Catering</b>	Reports to: <b>Catering Manager</b>
Job Title: <b>Deputy Catering Manager</b>	Salary: <b>BP Range 2 £21,870 - £23,961</b> <b>Pro rata £19,514 - £21,380</b>
Working Pattern: <b>37 hours per week</b>	Working Weeks per annum: <b>41</b>

## PURPOSE OF JOB

To undertake, with the Catering Manager, the preparation, cooking and serving of meals.  
To undertake general duties in the kitchen and dining areas.  
To be responsible for the day to day running of the kitchen in the absence of the Catering Manager.

## MAIN DUTIES AND RESPONSIBILITIES

- To assist the Catering Manager in the serving of school meals
- To clean some parts of the premises and all of the kitchen equipment
- To undertake the preparations of all food including special dietary meals
- To assist in basic paper work
- To give instruction to and supervise lower graded staff and trainees
- To carry out regular stocktaking and issuing of stock as required by the Catering Manager
- To be aware of the importance of hygiene and Health and Safety and being able to carry out corrective action as necessary should problems arise
- All duties must be carried out to comply with:
  - The Health and Safety at Work Act
  - The school's Published Policies and Practices Documents
- To assist in providing refreshments for Governors' and staff meetings in school maintaining high standards of hygiene
- To assist in the training of new staff
- Reporting equipment, maintenance problems and energy leaks to the Line Manager
- To assist in the organisation of food service areas. Ensuring proper standards of presentation
- Ensuring the correct economical use of all materials and equipment

## WORK COMPLEXITY

- Operate kitchen equipment both large scale and hand tools, ensuring that equipment is maintained in a clean condition

- Responsible for general catering duties including washing up, using machine and hand tools, setting tables, cleaning of dining room and cleaning kitchen and associated equipment, ensuring that areas are kept in a hygiene condition.
  - Assisting in the responsibility for the presentation and service of food and beverages
  - On a day to day basis to be responsible for a wide range of decisions required to ensure the effective use of materials
  - To have day to day contact with pupils, staff and visitors, being sensitive to their needs and reporting any concerns to the Catering Manager or Headteacher
  - To participate in the preparation of meals that cater for vegetarians dietary and multicultural needs
  - To work within the schools and Council's equal opportunities policies
  - To have an awareness of health and safety, and ensuring that a high level of food, kitchen and personal hygiene is maintained at all times
- Present finding to a variety of audiences giving careful consideration to their needs

#### **SPECIAL CONDITIONS**

- Staff will be required to work additional hours on occasions to meet the requirements of the service for which additional monies will be paid
- Staff will be required to produce meals on an emergency plan where deemed necessary
- Staff will be required to attend on the major cleaning days of the year-normally Inset days
- In the event of Catering Management absence The Catering Assistant shall assume those duties

#### **MAIN DUTIES AND RESPONSIBILITIES – OTHER**

**Contribute to the overall aims and targets of the Federation, appreciate and support the roles of other members of the admin team.**

**Attend INSET, appropriate training and relevant meetings as required and participate in the Federation's performance management process.**

**Carry out all duties and responsibilities with reasonable care for the health and safety of yourself and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.**

***Note: This JD is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Federation in relation to the post holder's professional responsibilities and***

***duties. The duties of this post may vary from time to time, as required by the Business Director, without changing their general character or the level of responsibility entailed.***