



<b>Title</b> <b>Catering Manager</b>	<b>Department</b> <b>Clayfields House</b>	<b>Post Ref.</b>
<b>Job Purpose</b> Responsible for providing a high-quality catering service for residents, staff and visitors to Clayfields House		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. Effective management of the catering service, including all administrative work e.g. placing orders, stock control, monitoring of food budgets and compiling any necessary rotas to ensure the smooth running of the kitchen.</li><li>2. To develop and improve personal skills through participation in, and contribution to, formal and informal staff development processes and training geared to meet the requirements of the post and the changing business requirements of the Department.</li><li>3. To ensure confidentiality of information in respect of records maintained and tasks undertaken within County Council Policy and relevant legislation. This includes maintaining strict confidentiality in relation to personal information (including that of service users and other employees) which may become known to you in the course of your work or associated activities.</li><li>4. To maintain effective working relationships and contribute to a working environment which is safe, considerate and supportive to all. Also, in accordance with relevant legislation, to take reasonable care of your health, safety and welfare, and that of other persons who may be affected by the performance of your duties.</li><li>5. To supervise catering staff and undertake their formal supervision in line with departmental policy.</li><li>6. To ensure the efficient and effective day to day organisation of catering activities in accordance with guidelines and procedures.</li></ol>	<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. To ensure that provisions are checked for quality, quantity and other essential criteria and to resolve problems directly with the Suppliers.</li><li>2. To ensure that foods are properly prepared and cooked, and meals served in accordance with required standards of quality and quantity and to required timescales.</li><li>3. To notify and advise Unit management of problems or defects arising in connection with catering equipment or facilities.</li><li>4. To be responsible for the preparation and cooking of the school meal (with assistance from the kitchen staff), in line with nutritional guidelines requirements and budget parameters.</li><li>5. To have an understanding of, and commitment to, the County Council's Equal Opportunities Policy.</li><li>6. Ensure compliance with the Data Protection Act, Freedom for Information Act and County Council's ICT code of practice.</li></ol>	

<ol style="list-style-type: none"><li>7. To order provisions and plan menus within budget and with due regard to both healthy eating and the cultural, religious and dietary requirements of service users.</li><li>8. To monitor expenditure, maintain records including clients' dietary details and deal with other paperwork requirements as necessary and in accordance with procedures.</li><li>9. To assist with recruitment and selection of catering staff, their induction and provide ongoing practical skills training and assessment including NVQ for both new and existing catering staff.</li><li>10. To be responsible for the security of the kitchen and food storage areas and associated stock control.</li><li>11. Supervision of the unit, including ensuring regulations are met i.e. hygiene, health and safety, staff training (including mandatory training). Ensure the service operates in compliance with all statutory legislation and corporate requirements.</li><li>12. To provide an annual self-assessment report on key indicators relating to the Unit's catering standards.</li><li>13. To undertake any special function catering requirements of the Unit.</li></ol>	
<b>The post holder will perform any duty or task that is appropriate for the role described</b>	

**Person Specification****Education and Knowledge**

1. Job related City & Guilds or equivalent in Catering and Customer Care
2. Intermediate Food Hygiene certificate
3. Must have a good level of literacy and numeracy
4. Knowledge of hygiene regulations, management of health and safety and nutritional food standards.

**Experience**

1. Cooking for similar numbers for a reasonable period, 30-40 at a sitting.
2. Experience of planning menus and ordering provisions within budget allocation
3. Experience of managing other catering staff and providing supervision
4. Managing Health and Safety issues
5. Experience of catering for special diets
6. Experience of food technology planning
7. Experience in ordering all kitchen supplies
8. Demonstrate the ability to cover a diverse range of Religious & Cultural needs

**Personal skills and general competencies**

1. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
3. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
4. Ability to meet agreed objectives and delivery targets by the effective use of resources.
5. Ability to form good working relationships with other staff.
6. Ability to relate to young people
7. Ability to liaise with a variety of suppliers
8. Able to treat staff and colleagues with equal respect regardless of differences in gender, race, culture, abilities, sexuality or professional discipline.

**Role Dimensions**

9. Responsible for the catering team including cook, kitchen domestic and relief staff
10. Financial responsibility - Catering Budget
11. Direct reports - Catering Team