

Post

Catering Manager

Salary: £17,000 - £18,000 per annum (depending upon experience)

37 hours per week

Term Time + 5 PD days

Closing date for applications: 6 June 2017

A Catering Manager is required as soon as possible. The successful candidate will work under the direction of the appropriate Deputy Headteacher as part of a team of kitchen staff dedicated to providing a quality catering service to students and staff at the Academy.

Safeguarding Responsibilities

You have a statutory responsibility to report any safeguarding concerns to the Designated Child Protection Officer or other designated persons. If these persons are not available, concerns should be reported direct to Family Connect. All employees have a responsibility to ensure that the Academy's Child Protection, Safeguarding and e-Safety Policies are adhered to, and concerns are raised in accordance with these policies.

Health & Safety

- To take reasonable care of your own Health & Safety
- To use work items provided correctly and in accordance with training and instructions
- To adhere to the Academy's Health & Safety Policy

Security and Data Protection

All employees are expected to work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

Duties

- To manage and control the catering services to the Academy within the agreed financial targets
- Manage the production for breakfast, lunch and functions
- Supervise/manage the kitchen staff
- Plan menus
- Recruit and train new staff members
- Organise, lead and motivate the team
- Plan staff working rotas
- Ensure Health & Safety and Hygiene regulations are strictly observed
- Maintain budget and ensure financial targets are met
- Monitor the quality of the product and service provided
- Keep financial and administrative records
- Manage payroll and spending levels

- Maintain stock levels and order when required
- Interact with customers, clients and management
- Ensure compliance with fire procedures
- Cash management and banking procedures
- Oversee evening and buffet functions
- Ensure all equipment and working environment is in a safe and useable condition

General Duties

The post-holder will be expected to:

- Attend an annual Performance Management interview and where necessary, training or INSET sessions as directed by the Headteacher or Line Manager
- Be versatile and adapt to a range of tasks
- Establish good working relationships with staff and students in the Restaurant
- Be an active part of the departmental team
- Act as a role model for the students, adopting the Academy's Dress Code
- Comply with any reasonable request from their Line Manager or Headteacher to undertake work of a similar level that is not specified in this Post Description

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Application

Safeguarding

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Academy staff assume responsibility for promoting and safeguarding the welfare of children. The successful candidate will be required to undertake an enhanced disclosure via the Disclosure and Barring Service (DBS).

All recruitment procedures are conducted within the parameters of Equality Act 2010 and current employment legislation.

Completed application forms should be returned to:

Mrs S Davies
 Headteacher's PA
 Madeley Academy
 Castlefields Way
 Madeley
 TELFORD TF7 5FB

Or by email to:

sdavies@madeleyacademy.com