

STEP Academy Trust

Associate Catering Manager Role Profile and Person Specification

June 2020



Role Profile

Job Title:	Associate Catering Manager
Grade Range:	Grade 6 scp18
Hours:	30 Hours per week
Location:	South London
Reports to:	Catering Manager or Area Catering Manger
Responsible for:	STEP Cook / Assistant Cooks / Kitchen Assistants
Role Purpose and Role Dimensions:	Provide a quality service to Academy pupils and staff within financial and operational guidelines and ensure that a high standard of kitchen hygiene is maintained whilst supervising Cooks & Kitchen Assistants. Providing training for Catering Staff across the Trust
Commitment to Diversity:	As a member of the Academy Catering Team to take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	Catering suppliers Environmental Health
Key Internal Contacts:	<ul style="list-style-type: none">▪ Head of Catering▪ Senior Catering Manager▪ Area Catering Manager▪ Catering Managers▪ Head teacher▪ Other catering staff▪ Other Academy staff▪ Catering staff across the Trust▪ Parents▪ Pupils
Financial Dimensions:	With the support of the Catering Managers, the controlling and ordering of stock and food.
Key Areas for Decision Making:	<ul style="list-style-type: none">▪ With the support of Catering Manager's, deciding on menu, ordering, costing, stock and portion control in association with management.▪ With the support of Catering Managers, the keeping of various stock records related to the duties of the post.▪ With the support of the Catering Managers, training Catering Staff from across the Trust.
Other Considerations:	

Key Accountabilities and Result Areas:

Catering duties

Key Elements:

This will involve:

- With the support of the Catering Managers, accountability, responsibility, supervision and line management of staff spread over different locations.
- With the support of the Catering Manager's, providing catering for Academy functions as requested.
- Attending training sessions/staff briefings as required, possibly outside usual working day.
- With the support of the Catering Manager's, ensuring Health & safety and Food Hygiene regulations are implemented.
- With the support of the Catering Manager's, communication with academy admin staff, dinner supervisors and headteachers.
- With the support of the Catering Manager's, promoting the service in the academy and participating in special events.
- With the support of the Catering Manager's, training for Catering Staff across the Trust

Management duties

This will involve:

- With support from the Catering Manager's, menu planning, ordering, costing, stock and portion control.
- With support from the Catering Manager's, simple bookkeeping, record keeping and end of term stocktaking.
- With the support of the Catering Manager's, training of Cooks & Kitchen Assistants in good procedures.
- With the support of the Catering Manager's, supervision of kitchen staff.
- With the support of the Catering Manager's, plan & implement catering rotas.
- With the support of the Catering Manager's, training Catering Staff from across the Trust in the STEP Way

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of STEP Academy Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality**This will involve:**

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities**This will involve:**

- The trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care**This will involve:**

- Able to demonstrate a commitment to the Trust's Customer Care Policy

Health and Safety**This will involve:**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the Catering Team**This will involve:**

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the academy
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on academy policies and interventions.

Person Specification

Job Title:	Associate Catering Manager
Essential knowledge:	Knowledge of basic food preparation including methods, portions, stock rotation and ordering. Knowledge of implementing training to members of STEP Catering Teams.
Essential skills and abilities:	Ability to read and implement instructions, such as Health & safety and Food Hygiene regulations. Ability to complete simple financial forms. Able to use and clean machinery and light equipment. Demonstrate a willingness and enthusiasm for training and progression. Able to encourage children to select a balanced meal. Able to communicate with all kitchen, academy staff and pupils. Able to train staff in basic kitchen skills. Able to work on own and within a team. Able to lead and motivate staff Display a commitment to the Trust's equalities policies. Display and maintain a high standard of personal hygiene. Work effectively in a busy and hectic environment. Ability to train members of STEP Catering Teams across the Trust.
Essential experience:	Experience of catering Previously managed, assisted or deputised own unit. Experience of training staff in basic kitchen skills.
Special conditions:	Enhanced CRB check required. Willing to work occasional additional hours and at other sites within the Trust when requested.