

**Job Description**

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| **Department** | **Place – Services to Schools, School Meals** |
| **Job Title** | Primary Unit Manager |
| **Grade** | D |
| **Primary Purpose of Job** | To ensure catering units are operated to the highest standards possible as outlined in the policies, procedure, and financial targets of School Meals |
| **Reporting To** | Area Mobile Manager |
| **Direct Staffing Reports** | General Assistants and Mobile General Assistants when on site. |

**Main Duties**

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| **1** | To ensure that all food storage, handling, preparation, and service standards comply with School Meals policies, codes of practices and procedures. |
| **2** | To be responsible for the preparation, cooking, and presentation of a wide range of dishes, including special dietary meals, following standard recipes, and incorporating healthy eating practises. |
| **3** | To maintain all the established financial control systems, and to operate the unit within the set financial targets for food, labour, and other areas of expenditure, and to ensure the timely and accurate completion of weekly stock control, ordering and staffing and trading documents. |
| **4** | Ensure compliance with Bolton Council’s and School Meals policies, codes of practice and all government legislation regarding food safety, health and safety, food and nutrition regulations. |
| **5** | To assist the promotion of the service at special events such as parents’ evenings and theme days etc. Actively promote the uptake of school meals within the school. Support healthy eating activities in school |
| **6** | To maintain good working relationships between management, employees, client and customers and support the practice of encouraging and reporting customer feedback. |
| **7** | To lead and manage the unit catering team ensuring all supervisory procedures aremaintained. Conduct team PDR’s and provide on-the-job instruction and support staff training and development |
| **Date Job Description prepared/updated:** | **September 2023** |
| **Job Description prepared by:** | **Services to Schools Manager** |

**Person Specification**

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| **Department** | **Place, Services to school, school meals** |
| **Job Title** | **primary unit manager** |
| **Stage One** | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role  |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Knowledge of the principles and practicalities of large scale catering | Application Form & Interview |
| 2. | Knowledge of financial and bookwork systems keeping clear and accurate auditable records. | Application Form |
| 3. | Knowledge and practical implications of legislation and regulations relating to safe and hygienic working within a catering environment. | Interview |
| 4. | Knowledge and understanding of the food in schools agenda and the Governments statutory food and nutrient standards | Interview |
| 5. | Well-developed practical cookery skills to prepare, cook and present food to meet quality, cost and food and health and safety standards. | Application form & interview |
| 6. | Able to plan and organise own workload and that of a small team. | Interview |
| 7. | Able to support and instruct staff and complete staff development and performance plans and reviews for team members | Interview |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section  | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Proven practical catering experience | Application Form & Interview |
| 2. | NVQ level 2 (catering) or City & Guilds (catering) Qualifications or equivalent  | Certificate |
| 3. | Recognised Nutrition Qualification Level 2 or above (Desirable – must be willing to work towards) | Certificate |
| 4. | Current Health and Safety training | Certificate |
| 5. | Recognised Food Safety Qualification Level 2 or above | Certificate |
| **3. Work Related Circumstances** |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods.  | Interview  |
| 4. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service with check of relevant barred list(s) | Interview |
| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. |  |  |
| 2. |  |  |
| **2. Experience/Qualifications/Training etc** |
| 1. |  |  |
| 2. |  |  |

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**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





