

Catering Manager

Role Profile

Service: Operational Service of Education

Grade: Band 5

Reporting to: Service Manager and Area Supervisor

Responsible for: Catering Staff



TRAFFORD
COUNCIL

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- To be responsible for all activities in a kitchen including preparation, cooking and the serving of meals.

Key duties

- To provide leadership and management of the catering facilities within the school
- To provide students, staff and guests with value for money meals of a standard that not only meet, but exceed the 'National Nutritional Standards for School Lunches' and guidelines for 'Healthy Eating'.
- Leadership of the catering operation within the school, to include provision when required outside of the normal school day.
- To plan imaginative and healthy menus, which introduce students to a varied range of dishes using good quality produce.
- To source the best quality food within the given budget using local and organic and halal produce wherever possible.
- To train kitchen staff to prepare and serve food to the highest standard.
- To continually strive for the improvement of the quality of food, quality of service, gross profit margins, efficiencies and the financial results of the department.
- To be an exemplar in terms of leadership behaviour.
- To monitor, personally, the quality of food produced within the kitchen, and ensuring that any issues are dealt with immediately and robustly.
- To ensure compliance with the requirements of food hygiene regulations, Health & Safety, COSHH regulations and risk management practices.
- To develop and control systems for the management of catering staff with regards to working hours and holidays to ensure the continuity of services by the catering department.

- To develop menus that meet and exceed the standards expected by the 'National Nutritional Standards for School Lunches'. Skilled cooking activities connected with the full range of meals (for example, preparation of menus, portion control and the provision of special dietary meals where appropriate)

About You

Qualifications and Professional Development

- NVQ Level 3 or equivalent
- Level 2 Food Hygiene Certificate
- Food Allergen Certificate
- GCSE's Grade 4 or above (or equivalent) in Maths and English

Experience and Knowledge

- Catering/home economics background with knowledge of Education Catering including Cash Cafeteria Operation
- Menu Planning, stock control and ordering
- Awareness of Healthy Eating Issues / Nutrition/ Food Allergens
- Working knowledge of current Food Hygiene and Health and Safety legislation

Skills and abilities

- Able to demonstrate flair and imagination when preparing meals
- Able to lead and manage a dedicated team to produce a quality service of the highest standard
- Good interpersonal skills, team worker, positive supervisory style

Special Conditions

- DBS required
- Required to wear protective clothing as issues

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Prepared/revised by: CH

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.