

Job Profile

Post Title	Grade
Catering Coordinator	Grade 4

Purpose and values of department

Support the Kitchen & Catering Supervisor to develop, improve and manage the provision of a high-quality catering service that is efficient and effective that meets the agreed high standards and within budget as directed by the School Office Manager.

Support to Pupils

- Skilled cooking and preparation activities
- Preparation of special dietary meals
- Ordering supplies
- Control of hygiene and health and safety
- Record Keeping
- Operational control of service points including transporting meals
- Serving meals
- Setting up and clearing away of service points
- Movement of furniture and dining equipment
- Washing up
- Cleaning kitchens, equipment and surrounding areas
- Cleaning dining furniture and equipment
- Collection and reconciliation of monies via Cashless system in consultation with Office Manager
- Other related duties as directed.

Support to Other Staff

- Assistance at Outside Catering Functions
- Emergency Feeding.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Staff are required to follow the statutory guidance from the Department for Education. Staff are required to read: Part 1 and Annexe A of 'Keeping children safe in education September' School safeguarding policies The code of

conduct Staff must know the identity and understand the role of the designated safeguarding leads. In addition, in order for staff to understand and discharge their role and responsibilities as set out in 'Part one' of the guidance, staff are required to identify any additional training needs and read safeguarding bulletins they receive through the year.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the Trust's climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head and the Office Manager than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is subject to regular review

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification Catering Supervisor Level 2

Minimum Criteria for Two Ticks *	Criteria	Measured by
	Qualifications/Training <ul style="list-style-type: none"> A recognised National Qualification in catering or a willingness to undertake training. 	I
	Knowledge/Experience/Skills <ul style="list-style-type: none"> Previous large scale cooking experience Some management experience. 	AF/I
	Behavioural Attributes <ul style="list-style-type: none"> Customer focused Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener Takes responsibility and accountability Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations Is committed to the provision and improvement of quality service provision Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive Communicates effectively Has the ability to learn from experiences and challenges Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and responsibility. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

All staff working in the School during the school day will have contact with children and will therefore be in regulated activity.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.