



## ALL HALLOWS CATHOLIC HIGH SCHOOL

### **JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Catering Manager
<b>Responsible To:</b>	Catering Manager
<b>Duration:</b>	30 hours per week – term time only. In addition, up to 4 days during school holiday periods by arrangement. 7.30 am - 2.00 pm (subject to change) Monday – Friday
<b>Salary Range:</b>	Grade 4 - Point 4 – 6: £24404-£25183 (pro rata)

### **Job Purpose**

To assist the Catering Manager with ordering supplies, planning, organisation, cooking and supervision of the provision of meals and refreshments with the ability to step up in the absence of the Catering Manager.

### **Operational Duties**

- To deputise for the Catering Manager as required.
- To oversee the daily operations of one, out of two kitchens and dining areas in consultation with the Catering Manager.
- To oversee the work of the General Assistants in one kitchen and dining area in consultation with the Catering Manager.
- To assist the Catering Manager to plan, order, prepare, cook and manage the production and service of the catering provision on a day-to-day basis within the agreed budget for raw materials and staffing.
- To assist the Catering Manager to plan menus ensuring guidelines recommended by The School Food Standards are being adhered to.
- To assist the Catering Manager to provide the provision of catering in respect of training days and school functions as required.
- To assist the Catering Manager in maintaining the high cleanliness standards of hygiene of personnel, premises and equipment and the compliance of all catering staff with all Food Safety/Hygiene legislation.
- To assist the Catering Manager in ensuring a high standard of health and safety and compliance with Health and Safety legislation.
- Operation of a Cashless Dining System.
- To undertake any other duties that may be required for the effective operation of the catering department.

## **Qualification and experience**

### **Essential**

- Level 1, 2 or 3 Food Hygiene & Safety Certificate
- Previous catering and food preparation experience (three years)
- Ability to work as part of a team
- Ability to meet deadlines
- Customer care skills
- High standard of personal and food hygiene
- Ability to work under pressure and use own initiative
- Health and Safety in the workplace
- Commitment to attend training courses as and when required
- Commitment to attendance at work

### **Desirable**

- Food Allergy Awareness Training Certificate
- Hospitality & Catering Qualification (City & Guilds)
- Recognised Nutrition Certificate
- Operating a cashless till
- Catering for large numbers
- Menu planning
- Knowledge of special dietary needs
- Flexible to work additional hours to cover staff absences and special events

## **Other Information**

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.