



Job Description

Job Title:	Catering Manager	Job Number:	
Directorate:	People	Post Number:	
Service:	Schools	Grade:	Grade 4
Location:	Allesley Hall Primary School		

Job Purpose:

- To produce a range of meals for pupils and staff in accordance with catering policies and procedures to the standards required, including the provision of special diets.
- To supervise a team of kitchen staff and associated duties.
- Presentation and serving of food and cleaning of the equipment and kitchen.
- To achieve the budgetary targets which have been set.

Main Duties and Responsibilities:

1. Undertake the full range of cooking activities including cooking for special dietary requirements, ensuring the highest standards of food production and presentation are achieved to agreed standards. Liaising with school staff and supporting professionals (e.g. dietician) as necessary.
2. Plan and cook menus in accordance with the client's needs and National Nutritional Standards and working to the agreed costs.
3. Establish links with pupils, teaching staff and Head Teacher to provide feedback regarding menus and action accordingly.
4. To achieve the budgetary targets set for food, labour and materials by maintaining low stock levels of food and materials, following standard recipes and serving correct portions, and managing overtime.
5. Ordering of the full range of supplies required according to the agreed procedures, controlling levels of stock, delivery and invoice processing, maintaining and updating relevant paperwork and records, in particular checking that the goods received are as ordered, of the required brand, quality, correct weight and correct quantity.
6. Supervision, training, motivating and induction of general assistants. Completion of timesheets, completion of self certification forms and return to work interviews following sickness absence.
7. Implement safe working practices with regard to Health and Safety, Food Hygiene Regulations and maintain high standards of personal hygiene.
8. Effectively organise the serving of food to pupils and staff and the washing up.
9. Ensure efficient cleaning of the kitchen and dining areas in accordance with the cleaning schedule (e.g. washing up, setting up and clearing away dining requirements and serving areas).
10. Report repairs/defects to the School Business Manager.
11. Ensure the general security of the kitchen area including storage and welfare areas.
12. Maintain all records required to include customer numbers, stock take, meal numbers, overtime, food safety records, health and safety records.
13. Attend training courses when required.

14. Liaise with catering and schools management, visitors and suppliers.
 15. Responsible for undertaking the duties of the job with due regard for the Council's Equal Opportunities Policy.
 16. Any other duties and responsibilities within the range of the salary grade.
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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: General Assistants

Responsible to: SBM

Date Reviewed: September 2025



Person Specification

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Directorate:	People	Post Number:	
Service:	Schools	Grade:	Grade 4
Location:	Allesley Hall Primary School		

Area	Description
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Knowledge:	• Practical catering procedures.
	• Knowledge of cleaning procedures and schedule planning.
	• Knowledge of Health and Safety; Food Hygiene and Personal Hygiene legislation in a catering environment.
	• Knowledge of compiling menus and what is required for a balanced diet. Awareness of different diets.
	• Knowledge of purchasing, invoicing, stock control system.
	• Knowledge of basic personnel procedures, i.e. induction, discipline.
	• Knowledge of customer care requirements.

Skills and Abilities:	• Able to adapt meals to meet the needs of individual pupils – medical/dietary.
	• Able to cook healthy nutritious meals using a wide variety of cookery techniques
	• Able to control and manage a catering operation to ensuring that all specified duties, performance standards and budgetary targets and legal requirements are adhered to.
	• Able to supervise a number of employees, e.g. personnel organisation, delegation, motivation, identifying poor performance and liase with staff.
	• Excellent communication skills in order to deal with enquiries, both face to face and on the telephone.
	• Able to increase staff awareness to customer needs.
	• Able to undertake training, when required to do so, in Health and Safety, Food Safety, Customer Care, Manual Handling and the preparation, cooking and serving of food.

Experience:	• Experience of maintaining health & safety and hygiene standards.
	• Experience of stock control and working within specified budgets; staff management; supervision; training.
	• Experience of controlling and managing a catering operation and ensuring that all specified duties, performance standards and budgetary targets and legal requirements are met.

Educational:	• City and Guilds 706/1 and 706/2 or relevant NVQ or equivalent experience.
	• Certificate of Foundation Food Hygiene.

Special Requirements:	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 A Criminal Record Disclosure will be required prior to appointment. <i>N.B For posts subject to Protection of Children and Vulnerable adults please delete as Appropriate</i>
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Date Reviewed: February 2024
