

## Job Description



Coventry LA Directorate:	Children, Learning and Young People
Job Title:	Deputy Catering Manager
Grade / Pay Scale:	Grade 3
Line Manager:	Catering Manager

Gosford Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

### Scope and General Purpose:

To support and maintain an efficient and effective catering service, deputising for the Catering Manager when required (as described below). To provide a consistently high standard of service to the school.

### Main Duties and Responsibilities:

Working with the Catering Manager and the rest of the kitchen staff team, the Deputy Catering Manager will be responsible for the following areas of work:

- Preparation and presentation of food to the highest standards
- Serving and clearing the food areas to exceptionally high standards
- Washing up crockery and utensils after service to an exceptionally high standard
- Actively involved in the cleaning of the catering equipment on a daily and weekly basis as directed by the Catering Manager in accordance with the school kitchen's cleaning rotas
- Be confident in dealing with concerns as they arise and taking corrective action if necessary
- Actively encourage the children to enjoy a well-balanced diet and make sensible choices
- Together with the Catering Manager, be willing to attend parents' evenings, school functions and other school events to encourage use and awareness of the kitchen's service
- Be confident in the use of appropriate equipment
- The post holder must be willing to undertake any training relevant to the post, i.e. Foundation Hygiene Certificate/Health and Safety Certificate

In addition to this, the Deputy Catering Manager will be expected to deputise for the Catering Manager at times, carrying out and supporting in duties such as:

- Undertaking the full range of cooking activities including cooking for special dietary requirements, ensuring the highest of standard of food production and presentation are achieved to the agreed standards (liaising with school staff and supporting professionals as necessary)
- 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 goods received are as ordered, of the required brand, quality, correct weight and correct quantity
- Implement safe working practices with regard to Health and Safety and Food Hygiene Regulations
- Effectively organise the serving of food to pupils and staff and the washing up



- 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)
- Ensure the general security of the kitchen area including storage and welfare areas

#### Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out

other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

#### Health and Safety

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.

#### Safeguarding

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.

#### Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.