Farney Close School, Bolney Court, West Sussex, RH17 5RD

Job Title: Deputy Catering Manager

Responsible to: Catering Manager

Background Information:

The catering service within Farney Close School provides all catering requirements such as meals, buffets and meeting refreshments.

On arrival in the kitchen, staff must change into uniform and shoes provided. Hair must be put into a hairnet, which must be worn at all times, in any room connected with the kitchen.

Hours of Work: 40 per week

Responsibilities:

1. To prepare and cook meals during the school day and serve the evening meal when on duty.
2. To serve refreshments at meetings as required.
3. To ensure compliance with correct Food Hygiene Legislation, ensuring high standards of cleanliness are maintained.
4. To take food temperatures and record them on temperature chart.
5. To deputise for the Catering Manager, undertaking tasks as outlined below
6. To check in any deliveries and sign for them, if required
7. Assist in the maintenance of stock records.
8. Co-operate fully with statutory inspections and implement recommendations, as directed by the Catering Manager
9. At the end of each shift, ensure that the staff leave the kitchen clean and tidy.
10. To undertake other such duties as directed, appropriate to the grade, responsibility and qualifications of the post.

If the Catering Manager is absent for any reason, the Deputy Catering Manager would assume the following responsibilities:

1. Direct the preparation and service of meals
2. Organise and lead the catering team, managing rotas if required
3. Monitor the produce and service in terms of quality and presentation, ensuring high standards
4. Maintain stock levels and order new supplies as required.
5. Ensure HACCP's processes are followed and recorded.
6. Participate in staff meetings

Person Specification:

1. Previous experience in a similar role
2. Catering qualification to the minimum equivalent of NVQ Level 3 including Food Hygiene Certificate
3. An understanding of the importance of health and hygiene regulations
4. Strong communication and interpersonal skills
5. Customer Service skills
6. Ability to work unsociable hours if required.