



Farney Close School,

Bolney Court, Bolney, West Sussex, RH17 5RD

Job Description

Job Title: Deputy Catering Manager

Reports to: Catering Manager

Main Purpose of the Job:

Under the line management of the Catering Manager, the Deputy Catering Manager will be responsible for the operational efficiency of the catering service at Farney Close.

Main Duties and Responsibilities:

- To maintain the highest standards of hygiene, health and safety.
- To be responsible for the preparation and presentation of all food to the required statutory regulations and school standards.
- To ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation.
- To support the Catering Manager in the ordering of raw materials and supplies, check deliveries and ensure all raw and cooked food is stored correctly.
- To ensure all cooking staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines.
- To ensure the prompt service of all meals, breaks and functions.
- To implement local promotions/theme days, as required.
- To support the Catering Manager in the planning, implementation and review of the cycle of nutritionally balanced menus. This will be revised at regular intervals as instructed by the Principal or Head of Care.
- To support the Catering Manager in the responsibility for stock control and the rotation of stock.
- With the Catering Manager work closely with the school nurse to ensure that all dietary requirements are met including being fully aware of children's allergies.
- Converse directly with children encouraging them to make positive choices when selecting their meal.

- Embrace working within a team environment.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties that fall within the grade of the job, in discussion with their line manager.

The content of this job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder during their annual appraisal.

The post holder is expected to comply with all relevant Farney Close policies, procedures and guidelines, including those relating to Equal Opportunities, Safeguarding Children and Vulnerable Adults, Health and Safety and Confidentiality of Information.

Name:	
Signature:	
Date:	