



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 management of the Catering Manager the Deputy Catering Manager will be responsible for the operational efficiency of the catering service, planning, preparation and presentation of food and beverages to the required standard within the budget limitations as agreed with the school management.

Maintenance of the highest standards of hygiene, health and safety.

Main Duties and Responsibilities:

- 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 catering staff carry out the preparation and cooking of all meals to the recipe specification as required by the school.
- To support the Catering Manager monitoring menu planning and ordering.
- To ensure the prompt service of all meals, breaks and functions provided, as required by the Principal.
- 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 and/or Head of Care.
- To discuss with and support the Catering Manager in adjusting the menu to eliminate unpopular or costly items.
- To support the Catering Manager in purchasing all supplies through agreed suppliers and advise the Principal and Head of Care of any unsolved difficulties with suppliers.

- To support the Catering Manager in the responsibility for stock control and the rotation of stock.

Personal Skills and attributes

- Experience of working as part of a team.
- Self-motivated with a flexible approach.

General Accountabilities:

- Observe the letter and spirit of all the school policies and be aware of and comply with policies and procedures relating to Health and Safety, confidentiality and General Data Protection Regulations, reporting all concerns to the appropriate person.
- Maintain particular regard to the Child Protection and Safeguarding Policy and report any concerns immediately. All employees are required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.
- Adhere to the content of the policies in all aspects of day-to-day duties relating to staff, young people, visitors and other agencies.
- Contribute to good staff relationships.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.
- Participate in all requirements to ensure continued professional development (CPD) including your annual appraisal and regular meetings with your Line Manager.

Safeguarding

- Farney Close School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.
- As a member of staff at Farney Close School you have a responsibility for safeguarding and must ensure that you and members of your team maintain up to date knowledge and insight into all child protection policies, guidance and relevant government legislation. You must follow the School's Child Protection and Safeguarding Policy at all times.

Confidentiality

During the course of your employment you may have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Job Description Duties:

Qualifications:

Relevant experience and education.

Experience and Skills:

- Excellent written and verbal communication skills.
- Excellent interpersonal and team working skills.
- Ability to initiate work and to work unsupervised.

Attributes

- Commitment to the provision of a quality service to children and young people and a high level of customer care.
- A sensitive and responsive approach to young people and their needs.
- Proactive, forward thinking and possess and exercise sound judgement.

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 & 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.

General Statement

To undertake any reasonable duties as requested by the Senior Leadership Team and the Directors.

Report immediately to a Senior Manager, or any other appropriate person any malpractice or evidence of malpractice of any member of staff.

Read, understand and be required to sign, as requested, all relevant school policies.

This post is subject to an Enhanced DBS (with Barred List) check.

Our school is committed to equality and promoting the welfare of children and expects all staff to share this commitment.

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	