



Job Description & Person Specification

Catering Team Leader

Line Manager: Canteen Manager

The Director of Finance & Operations is Leader of the Support Staff and is responsible for the whole team

**£ 18 250 per annum
37.5 hours per week, 43.5 weeks per year**

The successful candidate will be required to provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards

Expectations

Meal planning and provision

- Prepare and oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
- Serving of staff and students
- Manage and ordering of food stocks to prevent shortages or excess supply
- Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
- Assist with stock takes

Staff supervision

- Team leader for canteen
- Supervise canteen staff
- Assist with staff planning to ensure canteen is adequately staffed
- Assist the Canteen manager with the preparation of duty rotas
- Support the canteen manager

Health and safety

- To be aware of health and hygiene responsibilities
- Perform first aid duties as and when required
- Ensure that the kitchen and dining area are kept clean and hygienic
- Ensure that kitchen equipment is used safely and according to operating manuals
- Report necessary repairs to be carried out to ensure the safe running of kitchen equipment to the canteen manager

- Ensure that canteen staff are adhering to proper hygiene procedures, including wearing the correct uniform
- Record all accidents and incidents

Safeguarding

- Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education) and the school's safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Person specification

CRITERIA	QUALITIES
Skills and Qualities	<ul style="list-style-type: none"> • Have a friendly, caring and approachable manner • Be able to communicate effectively with students, staff and other professionals • Undertake roles and responsibilities according to health and safety regulations • Be flexible in their approach and be able to use initiative and work without direction • Be a team player who is able to work in harmony with others • Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff • Commitment to promoting the ethos and values of the school • Commitment to maintaining confidentiality • Commitment to safeguarding pupil wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference to children and young people • Be creative and enthusiastic <ul style="list-style-type: none"> • Previous experience in Catering / Canteen duties • Good understanding of catering within the educational environment
Qualifications and training	<ul style="list-style-type: none"> • Level 2 Food Safety preferable or equivalent (Training on offer to achieve requirement) • GCSE or equivalent level in English and maths
Experience	<ul style="list-style-type: none"> ○ Supervisory experience ○ Experience of menu planning and pricing ○ Experience of recording and managing stock • Experience working with young people
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of legislative requirements for: <ul style="list-style-type: none"> ○ Working in industrial cooking ○ School catering • An understanding of the routines and challenges of catering in a school environment • Good literacy and numeracy skills • Good organisational skills • Ability to multitask and work effectively in a stressful environment • Strong customer service skills • Understanding and familiarisation with Safeguarding

**Personal
qualities**

- Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff
- Commitment to promoting the ethos and values of the school
- Commitment to maintaining confidentiality
- Commitment to safeguarding pupil wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference to children and young people

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate. The College will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.