

THE BISHOP OF WINCHESTER ACADEMY
JOB DESCRIPTION- SUPPORT STAFF

Section One
General information

Post Title	Catering Manager
Post Holder:	
General Duties:	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.</p> <p>Duties and Responsibilities: Plan and manage the menu cycle, food purchasing and stock management in line with School Food Trust guidelines</p> <p>Manage and supervise the catering team to ensure all food production, service and financial targets are met.</p> <p>Maintain appropriate financial records liaising with the Finance Department</p> <p>Supervise and develop the catering team to ensure that appropriate training is delivered and that staff are deployed appropriately to meet the needs of the academy</p> <p>Manage the cleanliness of the kitchen and food service area to ensure that Food Hygiene Certificate rating is maintained at '5'</p> <p>Manage and maintain stock and equipment, undertaking regular stock checks and equipment inventory</p> <p>Manage the health and safety procedures and standards all times including adherence to food information regulations and food safety checks</p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
Reporting to:	Vice Principal
Liaising with:	Vice Principal, Director of Finance, Catering team, external agencies as appropriate, staff and students.
Nature of Contract:	Standard Terms and Conditions of Support Staff
Salary Scale:	
Disclosure Level:	Enhanced
Review Date:	Annually as part of the Performance Management process.

Section Two Professional Duties and Responsibilities	
Ethos	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
Self Development	<ul style="list-style-type: none"> • To continually seek development opportunities to improve personal performance • Vice Principal is advised of training needs. • Development opportunities are sought/acted upon.
Attitude	<ul style="list-style-type: none"> • To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile. • Positive/constructive feedback from parents/students/visitors/colleagues/ supporters will evidence supportive attitudes. • Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.
Policy promotion	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
Safeguarding	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children
Confidentiality	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.
Flexibility	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.

Signed: _____

Date: _____

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.