



Job Description – Assistant Catering Manager

Location: Brixham College

Grade: Grade D

Responsible to: Catering Manager

Hours of Work: 37.5 hours, 40 weeks per year

Revised: January 2022

Aim of the Post:

Support the College in its drive to raise standards for all students by helping to provide a high quality Catering Service. To assist the Catering Manager with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the College's catering service

Duties of the Assistant Catering Manager

Catering Provision

- To assist in the development of the catering provision to deliver healthy and high quality meals that meet 2009 Nutritional Standards
- To assist in achieving best value without compromising quality relating to authorised catering service
- To ensure the attractiveness of catering provision including food presentation and the eating environment

Managing Resources

- To be assist in the accurate costs control of catering revenue and expenditure and the security of all monies.
- To assist with monthly financial reports for submission to the Finance Team as directed by the Catering Manager
- To liaise with the Finance team with regard to the co ordination of procurement of goods and services
- To maintain authorised food stock levels and complete stock returns by the date required.
- To undertake routine checks of equipment, cleaning, materials, stationary and uniform.
- To assist with maintenance agreements for all equipment are current and arrange for the necessary checks at renewal.
- To assist in planning of daily menus, making provision as appropriate for special food diets, and order stocks accordingly.
- To ensure that delivery notes are checked against requisitions and any identified discrepancies are reported immediately to the supplier.
- To ensure correct procedures for banking and reconciliation are met.

Health and Safety

- To ensure adherence to all procedures within the catering operations manual
- To ensure compliance with agreed Health and Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
- To ensure that safe operation of kitchen equipment of all times

- To ensure that necessary repairs to kitchen are reported immediately and repairs arranged, ensuring that unsafe equipment is taken out of use pending repair
- To ensure the security of the catering area at all times.
- To ensure that all kitchen areas are clean and free from hazards.
- To undertake regular risk assessments
- To ensure that all accidents and incidents are reported, including notifiable diseases.
- To be responsible for the regular inspection and maintenance of the first aid box and arrange replenishment as necessary.
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.

Catering General Responsibilities

- To work as part of the Catering Service
- To actively contribute to development initiatives to improve the efficiency and effectiveness of the service, including new ideas and food policies to support the raising of standards in College and aspects of commercial viability.
- To provide induction training for catering personnel and identify and coordinate necessary training and development requirements

General

- Supporting the aims of the College
- Support the College in its drive to raise standards for all students
- To support the enhancement and operation of the learning environment of the College
- To adopt, adhere and work within College policies and procedures and help identify, minimise and eliminate health and safety issues
- Attend relevant staff development (internally and externally) and apply the knowledge in the workplace
- Ensure a high level of courtesy and care at all times
- Participate in Performance Management and Professional Development activities as required
- Value diversity and promote equal opportunities
- Work within health and Safety guidelines and be aware of your responsibilities for Health and Safety
- Carry out any other duties commensurate with the post
- To support other staff by covering duties if they are absent from work

College Behaviours

There is an understanding within our community that our students deserve excellence and this is delivered by a belief that excellence is best delivered when there is a shared view on what is important in our school. We believe that how we do something is as important as what we do. How we do things are encapsulated in our professional contract between colleagues. Regardless of position or role within the College, these behaviours apply to all that are part of our community and are derived from our five shared values.

All Colleagues regardless of position or role are leaders therefore:

- Colleagues and students are scrutinising your behaviour all the time and making judgements about you that will affect their discretionary effort and behaviour.
- Even the small things that you say are important and have an impact in either a positive or negative way.
- When colleagues or students decide to follow you, they do so for two reasons: They think that you are competent and they think that you have integrity.

All Colleagues regardless of position or role are:

- Ambassadors to students, colleagues, parents and the name of Brixham College.
- Role Models to our students, colleagues and parents.
- Expected to demonstrate our Values in our actions and behaviours.

High Expectations – Behaviours

- a) Look professional and smart at all times.

- b) Always be punctual and reliable
- c) Celebrate success at every opportunity
- d) Challenge poor or sloppy standards in a consistent, calm and supportive manner
- e) Do not let a student go past you unchecked in terms of uniform/standards/Ps&Qs – *others will be watching what you do!*
- f) Check the college site is clean, acceptable and safe for students to learn
- g) Ensure that desks and work spaces are clear, tidy and professional in appearance
- h) Check classrooms and work spaces are positive environments and surfaces are free from clutter
- i) Check for graffiti, damaged chairs and report to operations team and check to ensure that every issue raised is addressed
- j) Check the quality and condition of displays are high throughout the College and ensure that improvements are carried out

Knowledge - Behaviours

- a) Know what motivates you and colleagues you work with.
- b) Keep things simple and consistent in any message or communication you give
- c) Operate emails, letters, text whether internal or external in line with College's protocols

Character – Behaviours

- a) Smile and be re-assuring to everyone you meet
- b) Remain calm in stressful situations, be approachable, be fair, be consistent.
- c) Be humble – *you can be ambitious and driven for the College but not for you as an individual – why would people follow you?*
- d) Do not make a promise you cannot keep
- e) Keep confidences or people will not trust you
- f) Remember it's what you listen to not what you say that is the most important to colleagues and students
- g) Take responsibility when you get it wrong and be honest and never blame

Leadership - Behaviours

- a) Always have time for every member of staff – *even though you may not have it.*
- b) Be there every day for students and colleagues
- c) Give praise and lots of it but ensure that it is authentic
- d) Deliver difficult or negative messages 'face to face' never by e-mail
- e) Model exemplary behaviour at all times, lead by example and be tidy and organised in your work
- f) Model the way that we speak to students – *short on negative and long on positive*
- g) Pick up rubbish – role model good behaviour and show attention to detail
- h) Speak to as many members of staff and students as possible by name
- i) Visit the people that you line manage and spend time with them in their office or working space
- j) Keep confidential all aspects of Leadership meetings/paperwork

Continuous Improvement – Behaviours

- a) Let the Principal know of any good practice or behaviour demonstrated by staff or students anywhere so that it can be acknowledged by the Principal and acknowledge by you

Above all colleagues at Brixham College should:

- Do what they say that they are going to do when they say they are going to do it
- Give lots of positive feedback to both colleagues and students
- Maintain a relentless focus on high standards in all that they do
- Value diversity and promote equal opportunities at all times

Child Protection:

- ✓ A commitment to the responsibility of safeguarding and promoting the welfare of young people

- ✓ A commitment to safeguarding and the welfare of children and young persons you are responsible for or come into contact with
- ✓ A commitment to undertake Child Protection training
- ✓ An enhanced DBS is required for the post

Brixham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the College as may be reasonable expected, without changing the general character of the duties or level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

I agree and accept the details of this job description:

Signed (Post holder).....

Name.....

Date.....