

THE KING DAVID SCHOOLS
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REQUIRED FOR DECEMBER 2021
SCHOOL CATERING MANAGER

Full time – Term time plus 2 weeks

Salary – To reflect the candidate's qualifications and experience

An exciting opportunity has arisen for an enthusiastic, highly motivated individual, committed to achieving the highest standards, to lead and organise our school kitchen to ensure the delivery of an outstanding meal service that meets the needs of the campus.

The catering manager is responsible for all aspects of the campus catering service including ordering and stock taking, menu planning and food production, preparation and service, the maintenance of high nutritional standards, hygiene, health and safety and the management of the catering team.

Our busy, well equipped school kitchen provides freshly cooked meals on a daily basis to 1400 children and staff in our creche, nursery, primary and secondary school.

The successful candidate will have experience in large scale catering, excellent cooking skills, a warm and caring attitude and the ability to manage a team and lead by example.

The King David Schools are academically successful, Jewish schools, which provide a warm, friendly and supportive work environment.

We are committed to safeguarding and promoting the safety and welfare of children. Successful applicants will be subject to an enhanced Disclosure and Barring check.

Application forms and further details are available from Mrs Finn at the school office.

Closing date: Monday 29th November 2021

Applications may be processed on receipt.

JOB DESCRIPTION

The Catering Manager is responsible for all aspects of the campus catering service.

This includes ordering and stock taking, menu planning and food production, preparation and service, the maintenance of high nutritional standards, hygiene, health and safety and the management of the catering team. The successful applicant will possess strong communication and interpersonal skills with the ability to think on their feet and take initiative. They will have the ability to lead and motivate staff and act with tact and diplomacy. The kitchen provides in excess of fourteen hundred meals on a daily basis. In addition to this there are other occasions where catering is required e.g. school trips, functions and extra curricular activities such as bonfire night and summer fairs.

Duties and Responsibilities:

- Provide a full catering service to the children and staff
- Organize and supervise the food service including transportation of meals.
- Present nutritious foods in ways that children will find attractive
- Plan menus, following guidelines on nutrition and healthy eating
- Cater for all dietary requirements inclusive of allergens
- Ensure that the kitchen meets the requirements of Jewish dietary laws [kashrut]

No prior knowledge is required, training will be given

- Ensure all food hygiene and health and safety regulations are adhered to at all times
- Supervise the purchase and storage of food and supplies to ensure compliance with statutory requirements
- Liaise with suppliers
- Negotiate supplier costs
- Monitor and manage supplies within an agreed budget
- Comply with recipe costings
- Ensure effective portion control and minimise wastage (in way of monitoring)
- Plan staff shifts and rotas
- Direct staff in cooking activities
- Recruit new staff as and when required
- Train new staff in health and safety and food hygiene issues as appropriate
- Report faulty equipment and ensure maintenance is carried out correctly
- Ensure security of the school kitchen including freezers, stock cupboards etc
- Ensure the cleanliness of the kitchen, equipment and surrounds at all times
- Liaise with senior manager
- Liaise with staff, pupils and parents when required
- Maintain records as requested
- Contribute to the overall ethos, work and aims of the school
- Follow the school safeguarding policies
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
- Perform other related duties as required

Qualifications, experience and skills required:

- Experience in large scale catering
- Qualifications in kitchen supervision or kitchen management
- Excellent cooking skills
- Good knowledge of health and safety and hygiene procedures
- Excellent communication skills
- Basic ICT skills

