



# Middleton Technology School

## JOB DESCRIPTION

<b>Post:</b>	<b>Deputy Catering Manager</b>
<b>Reporting to:</b>	Catering Manager
<b>Salary Scale:</b>	Band 5 pts 9-14
<b>Academy Type:</b>	The Academy is a publicly funded independent Secondary School Academy for pupils aged 11 to 16 years

## JOB PURPOSE

To assist the catering Manager to lead the catering team in the provision of an efficient and effective catering service to the Academy. To deputise for the Catering Manager in the event of absence, fulfilling all duties expected of the Catering Manager.

## KEY RESPONSIBILITIES

- To assist the Catering Manager to manage and lead the catering team ensuring that staff are pupil focused and deployed in order to maximise their effectiveness.
- To assist the Catering Manager with planning and implementing menus which meet the current School Food Standards requirements and promote healthy eating.
- To assist with devising and implementing marketing and other strategies to encourage pupils and their parents to take up school meals.
- To ensure that health, safety and hygiene requirements are adhered to within the catering areas.
- To support the catering Manager to manage the catering budget, minimising costs whilst maintaining quality.
- To monitor stock levels so that stock is controlled and replenished as necessary.
- To carry out cooking and other operational activities as required to ensure that the day to day operations run smoothly.
- To carry out any required training and ensure that staff receive appropriate development to enable them to perform their tasks in a safe manner.
- To work with the Catering Manager to ensure the well-being of staff in the kitchen and act as a conduit for communication with kitchen colleagues
- To have a continuous improvement approach to all tasks, making suggestions for improvements/refinements to the current working processes as appropriate.

## **OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)**

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety and Safeguarding
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community and with other schools in the trust

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.