   
  
Learning Trust

**Unit Catering Manager Level 2**

**Grade 5**

**Education – School Based Staff**

The post holder reports to the School Business Manager. Apart from team members, the main contacts of the job are: the children, customers, other catering colleagues and link learning employees.

**Main Purpose of the Job:**

To be responsible for the safe, effective and efficient operation of all aspects of the catering service in a high school including management of the team, and the completion of all financial returns.

**Main Duties**

1. Manage a quality, cost effective catering service in accordance with service level agreements (SLAs) or contracts and legislative requirements.
2. Manage the service in accordance with a pre-set budget to achieve key cost ratios.
3. Plan menus to ensure compliance with legislative requirements and customer needs.
4. Manage a team and be responsible for human resources including training and development, managing attendance and completing payroll returns.
5. Maximise income through effective marketing campaigns.
6. Provide a customer focused service, which is courteous and responsive and meets the needs the client’s needs at all times.
7. Manage the team in promoting equal opportunities in the workplace and delivering services, which are accessible and appropriate to the diverse needs of service users.
8. Ensure compliance with health & safety, food hygiene and COSSH (Control of Substances Hazardous to Health) regulations at all times.

1. Participate in new initiatives and future changes in service delivery improvements to support the client
2. Actively pursue own personal development and take full advantage of training provided.
3. Undertake such duties as may be considered appropriate by the Business Manager in line with the needs of the service.

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.