



## **The Shropshire Gateway Educational Trust**

### **Job description: Deputy Catering Manager**

#### **Main purpose**

**To deputise for, and assist, the Catering Manager on all operational and managerial tasks**

#### **School Meals**

- Assist in the preparation of school meals menus and food delivery for all schools in the Trust alongside the Trust Catering Manager ensuring quality, variety and cost effectiveness.
- Deputise for the Trust Catering Manager.
- Ensure organisation for transporting meals to primary schools is in place and efficient.
- Lead on implementing routines to check that correct deliveries to primaries is in place.
- Set up food for serving and make appropriate food hygiene and temperature checks sharing good practice with team.
- Ensure and promote a vibrant school meals environment with educational literature, price lists and visual displays. Ensuring counters are tidy enticing and balanced.
- Serve food to children (taking into account any dietary requirements and menu orders) ensuring and promoting portion control, visual presentation and ensuring all staff undertake this at all times.

#### **Maintenance of hygiene**

- Ensure team are training and consistently demonstrate good practice for safe storage of cooked and raw foods and other catering practices.
- Ensure that clean and dirty processes are kept separate.
- Ensure all food hygiene requirements are met, and kitchen is maintained in a clean manner to hygiene standards.
- Assist and direct team to carry out general cleaning duties within the dining hall ensuring the team deliver high standards.
- Use electrical cleaning equipment as appropriate and share this understanding.
- Ensure the safe use of all machinery, equipment and chemicals understanding and sharing practice relating to COSHH.
- Report any incidents/problems to senior staff.

#### **Resources Tasks**

- Ensure the kitchen is maintained as a clean and orderly working environment and that the team practice is as appropriate.
- Timely and accurate preparation of routine equipment /resources / materials/maintenance

- Undertake all record keeping as directed.
- Refill and replace consumables.
- Reporting faulty equipment and other maintenance requirements to appropriate person.
- Compliance with school security arrangements i.e., securing entrances / exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment is switched off as appropriate.

### **Organisation Tasks**

- Monitor and arrange ordering and secure storage of supplies.
- Daily check for quality/safety e.g., routine visual checks of equipment.
- Operation of everyday equipment in accordance with instructions.
- Ensuring quality ingredients are delivered by suppliers and rejecting any that do not meet school criteria.
- Deliver short training sessions to team as relevant.
- Deputising for the Catering Manager in relation to staffing matters.
- To have a full understanding of software systems and links to external colleagues and suppliers
- Undertake stock checks monthly.
- Undertake procurement tasks to ensure value for money.

### **Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

### **Safeguarding**

Be aware of and comply with safeguarding responsibilities as outlined in the Trust Code of Conduct and related policies and procedures.

### **Data Protection and other statutory responsibilities**

Be aware of and comply with data protection responsibilities as outlined in the Trust Staff Code of Conduct and related policies and procedures.

### **Other Duties**

Any other duties that the Headteacher feels is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the employee will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Person specification**

CRITERIA	QUALITIES
<p><b>Qualifications and experience</b></p>	<p>Level 2 Award in Food Safety for Catering essential, must be prepared to undertake training to achieve Level 3.            NVQ Level 1 or equivalent qualification or comparable experience in cleaning and support services (HACCP).            General catering experience.            General cleaning experience.            Admin experience.</p>
<p><b>Skills and knowledge</b></p>	<p>Ability to use relevant equipment.            Ability to relate well to children and adults.            Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards.            Willingness to gain knowledge of health and safety procedure and precautions.            Willingness to acquire awareness of COSHH regulations.            Willingness to acquire awareness of hygiene procedures.            Ability to work on own or as part of a team.            Sufficiently fluent in spoken English to ensure effective performance in the role.</p>
<p><b>Personal qualities</b></p>	<p>Flexible.            Pride in doing a job well.            Willingness to support children with healthy diets and lunchtime manners.            Good communication with team.            Positive can-do attitude – problem solver.</p>

**Notes:** This job description may be amended at any time in consultation with the postholder.

**July 2025**