



## **School Catering Manager – St Gabriel's CE Primary School, Wilworth Crescent Blackburn BB1 8QN**

**26 hours per week, plus flexibility for overtime**

**Grade D: starting at SCP5 £12.85 per hour**

**Permanent**

**Commencement: as soon as possible**

**Closing date: Midday Wednesday 11th December 2024**

We have an opportunity for an enthusiastic and dedicated cook! You will be supervising the running of our primary school kitchen, providing high quality, healthy, balanced meals for our children. We cater for approximately 160 pupil meals a day.

### **Key responsibilities:**

- Cook and serve food and beverages in accordance with our agreed menus
- Direct and/or supervise other employee/s
- Order supplies and store deliveries
- Maintain records and stock control
- Maintain agreed standards and associated documentation in relation to food and kitchen hygiene
- Ensure the efficient preparation and setting up of the dining area for service

### **What we are looking for:**

- Energy and a positive friendly nature
- Ability to work well in a team and on own initiative
- Experience of school/large scale catering
- Organisational and supervisory skills

### **Working Hours/Pay:**

- Monday to Friday
- Term time only plus 5 days
- Permanent
- Salary £14,984.39 (26 hours, term time only, £12.85 per hour)

**Visits to school are welcome. Please contact the school office to arrange.**

Phone us on **01254 249462** or email: [recruitment@stgabriels.blackburn.sch.uk](mailto:recruitment@stgabriels.blackburn.sch.uk) to arrange a visit or request an application form.

Applications also available to download from our website: [www.stgabrielssch.co.uk](http://www.stgabrielssch.co.uk) – go to Information - Job Vacancies

**Completed applications:** email to [recruitment@stgabriels.blackburn.sch.uk](mailto:recruitment@stgabriels.blackburn.sch.uk) or hand deliver/post to the school office.

*Please note: we may hold interviews as and when applications are received and we reserve the right to offer to a candidate prior to the closing date.*



## Job Description: School Catering Manager

<b>Role Title: School Catering Manager</b>
To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of meals to a limited choice menu.
<b>Responsibilities</b>
Key duties: <ol style="list-style-type: none"><li>1. Plan and prepare balanced limited choice menus according to nutritional standards and taking into account the dietary needs of pupils, their varied cultural and religious backgrounds, and costs and budgets</li><li>2. Prepare, cook and oversee the cooking of food</li><li>3. Organise and supervise the work of other kitchen staff, including ensuring they have been adequately trained</li><li>4. Operate and ensuring maintenance of kitchen equipment, following training</li><li>5. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times</li><li>6. Order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards.</li></ol>
<b>Indicative knowledge, skills and experience</b>
<ul style="list-style-type: none"><li>• Food hygiene certificate.</li><li>• Working at or towards national occupational standards (NOS) for catering and knowledge / skills equivalent to current national qualifications level 3.</li></ul>



## Person Specification – Catering Manager

Requirements		Category Essential (E) or Desirable (D)	Method of Assessment: A – application form I - Interview
<b>1</b>	<b>Qualifications</b>		
	Recognised catering qualification	D	A / I
<b>2</b>	<b>Experience</b>		
	Experience within a large scale catering establishment	D	A / I
	Experience in school catering	D	A / I
	Menu planning	D	A / I
	Stock control	D	A / I
	Supervision of staff	D	A / I
<b>3</b>	<b>Knowledge and Skills</b>		
	Ability to motivate staff / work as part of a team	D	A / I
	Ability to work under pressure to time deadlines		
	Knowledge of menu planning in line with minimum nutritional standards	D	A / I
	Knowledge of specialized diets	D	A / I
	Knowledge of basic hygiene	D	A / I
	Familiarity with basic recipes and methods	D	A / I
	Understanding of correct use of kitchen equipment and utensils	D	A / I
	Awareness of health and safety requirements	D	A / I
	Knowledge of the cultures and religions of the local community and ability to work across cultures	D	A / I
<b>4</b>	<b>Other</b>		
	Work within the ethos of the school	E	I
	Commitment to attendance at work	E	I
	Commitment to health and safety	E	I
	Willingness to be flexible	E	I
	High standard of personal cleanliness and appearance	E	I
	General level of fitness	E	I