



# Job Description and Person Specification

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Job Title:</b>	Deputy Catering & Hospitality Manager
<b>Summary of the role:</b>	<p>Working with the Catering &amp; Hospitality Manager and deputising in his/her absence. Motivating, developing and training staff to deliver a consistently high quality standard of service, whilst managing the business needs and performance standards.</p> <p>Ensuring all aspects of health &amp; safety and food safety are adhered to in line with current governmental legislation and school policy. Key areas of priority are allergen management and the schools in house food safety management plan.</p> <p>Assist with recruitment, training, menu development, purchase ordering and hospitality displays, staff communication and noticeboards.</p> <p>This is a hands on operational role which requires a good team ethos, efficient use of resources and a common sense approach to problem solving.</p>
<b>Line management responsibility for</b>	Catering & Hospitality Staff in conjunction with the Catering & Hospitality Manager.
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• Hands on operational approach at all times due to the high tempo environment and commitment demands.</li> <li>• Deputise for the Catering &amp; Hospitality Manager in their absence.</li> <li>• Be proficient in IT, especially Microsoft office applications (outlook, word and excel are routinely used).</li> <li>• The knowledge and expertise to develop rota systems in line with current operational requirements.</li> <li>• To assist with the leadership and management of a catering and hospitality department, along with its administration,</li> </ul>



# Job Description and Person Specification

	<p>ensuring the school receives the highest possible standard of provision.</p> <ul style="list-style-type: none"> <li>• To assist with the responsibility for the effective management of health &amp; safety and food safety relevant auditing processes. Ensure complete compliance in all areas and investigate breaks in the HACCP procedures.</li> <li>• To ensure all current government legislation and school policy is complied with regards to catering and hospitality services for the school. Particular attention is to be paid to allergen awareness policies.</li> <li>• To assist with the provision of a cost effective and nutritionally balanced menu cycle and hospitality events, incorporating the schools green credentials, where budgetary allowance permits.</li> <li>• Ensure the ordering of commodities is both punctual and cost effective and the supply chain is both robust and compliant. Work closely with the schools purchasing group to provide 'best value' purchasing.</li> <li>• To be part of a shift system, including weekends and early evening/morning opening and closing of the facilities.</li> <li>• Be prepared to deputise for any member of the central team and their specific duties as well as assist the school caterers if the need arises due to staff shortages.</li> <li>• To assist with the safe use, maintenance and control of equipment and cleaning chemicals in conjunction with user manuals and COSHH safety data sheets for all staff.</li> <li>• Assist the retail coffee shop supervisor with their execution of duties and improve the selection offer to the wider school community.</li> <li>• Work closely with the Operations Manager in increasing the department's exposure to external lettings and where there is potential growth in the market for functions.</li> <li>• Be responsible for a set of security keys.</li> </ul>
<p><b>Line management duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Assist with the leadership and management of up to 40 personnel on a continuous basis.</li> <li>• In conjunction with the Catering &amp; Hospitality Manager ensure the timely implementation of employee period appraisals and relevant staff training ensuring school policies are followed at all times.</li> <li>• Assist with the Planning, developing and instigation of comprehensive rosters, in conjunction with the central team, for</li> </ul>



# Job Description and Person Specification

	<p>the allocation of people, resources and services to the school and its community.</p> <ul style="list-style-type: none"> <li>• Comply with Sidcot schools policies with regards to management of employees.</li> <li>• Assist with the administration of the wellbeing of the departments employees.</li> <li>• Promote a strong culture of H &amp; S throughout the department.</li> </ul>
--	--

Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Recognised level 3 and above management qualification.</li> <li>• Recognised level 2 and above food safety qualification.</li> <li>• City &amp; Guild 706 1 &amp; 2 or NVQ equivalent or relevant experience.</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Higher management qualification</li> <li>• Level 3 food hygiene qualification or higher.</li> <li>• Health &amp; Safety qualification.</li> <li>• Member of the Institute of Hospitality.</li> <li>• Higher culinary skills qualification.</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>



# Job Description and Person Specification

	<ul style="list-style-type: none"> <li>• <b><u>Must be IT proficient.</u></b></li> </ul>		
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Track record in high volume catering.</li> <li>• Managing a catering function and its teams.</li> <li>• Menu compilation and allergen awareness.</li> <li>• Managing hospitality.</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Driving performance.</li> <li>• Managing change.</li> <li>• Managing risk assessments.</li> <li>• In house operations.</li> <li>• Awareness of commercial catering cleaning activities.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <ul style="list-style-type: none"> <li>• Discussion at interview.</li> </ul>
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Systematic worker.</li> <li>• Ability to delegate &amp; deploy staff</li> <li>• Strong team manager.</li> <li>• Good communicator.</li> <li>• Highly organised.</li> <li>• IT proficient.</li> <li>• Hands on attitude</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Hospitality experience.</li> <li>• Roster writing.</li> <li>• Report writing.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <ul style="list-style-type: none"> <li>• Discussion at interview.</li> </ul>



# Job Description and Person Specification

	<ul style="list-style-type: none"> <li>• Flexible worker</li> </ul>		
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Knowledge of the food safety management plan.</li> <li>• Knowledge of food current eating trends</li> <li>• Knowledge of catering operations.</li> <li>• Understanding and instigating new legislation.</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Knowledge of an integrated catering and domestic department.</li> <li>• Knowledge of delivering period appraisals.</li> <li>• Knowledge of purchase ordering systems.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <ul style="list-style-type: none"> <li>• Discussion at interview.</li> </ul>



# Job Description and Person Specification

<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive attitude to use of authority and maintaining discipline</li> <li>• Enthusiasm to improve the execution of the food &amp; service provision.</li> <li>• Problem solver.</li> <li>• Diplomatic.</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Efficient and industrious.</li> <li>• Sense of humour.</li> <li>• A driven person.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <ul style="list-style-type: none"> <li>• Discussion at interview.</li> </ul>
---	---	---	--