# Job Definition

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| The Lloyd Park Children’s Charity Vision: We will keep working until every child has the best start in life  Our Charitable Mission: Our Charity builds brighter futures for children and families in our community |

**Role Title Catering Manager**

**Location The Lloyd Park Children’s Charity**

**Reports to** **Centre Manager**

**Mission:** Promoting the health and wellbeing of all children, staff, volunteers and visitors through the provision of healthy foods and the highest possible standards of food hygiene.

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| **What is the job’s core purpose?** | To Lead the catering team to plan healthy, seasonal menus and take responsibility for implementing the menu’s across the organisations early years setting. |
| To take responsibility for ensuring dietary needs are understood and clear systems are in place to ensure they are met. |
| To lead on the requirements of food hygiene and ensure they are maintained to a high standard. |
| Work with the early year’s team to enhance the delivery of the curriculum and promote high quality care. |
| To lead in sustaining high quality services and implementing the Charity’s vision, mission, values and strategic plans and objectives. |
| To implement our Employee Handbook and work under the guidance of the HRM company to provide effective people management. |
| To manage the Catering budgets effectively and ensure sustainability |
| To manage Health and Safety including relevant inspections |
| To implement all policies and procedures. |
| **What constitutes success in this role?** | Ensure all food provided across the organisation is in line with the agreed menus and based on current guidelines for healthy eating in the early years. |
| Maintaining a five star rating across the organisation kitchens from Food Standards Agency Inspections. |
| Children’s individual dietary needs are met. |
| Teamwork is effective and catering is a fundamental aspect of our service. |
| **What are the implications of not fulfilling this role?** | Harm to children, staff, volunteers and visitors. |
| Children’s individual needs are not met. |
| Poor reputation or reputation damage which could lead to an unsustainable service. |

**OUTCOMES:** What this person needs to accomplish in their role in order of importance and

how this will be measured. (*note that most roles at whatever level should have between 3 – 8*

*outcomes)*

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| **Key outcomes for the role** | **Measures** |
| Provision of a healthy balanced diet. | Regular review and implementation of menus in line with current guidelines. |
| Dietary requirements met | Review of food daily feedback sheets.  Incident and accident reporting. |
| High quality teamwork with exemplary practice. | Team attendance levels are acceptable and employee survey demonstrates:   * High satisfaction * Effective teamwork and communication * Good practice and hard work is recognised and valued   Feedback from supervision is positive. |
| Mealtimes enhance the curriculum | Diversity of experiences through mealtimes and evidence of joint planning with the early year’s team. |
| Parent satisfaction levels are high. | Annual survey.  Number of opportunities for parents to be involved in discussing their child’s dietary needs. |
| High quality services and continuous improvement is sustained | Individual Continuous Professional Development is maintained.  Regular feedback from the team.  Regular spot check.  Implementation of statutory duties and the charities strategic plan. |
| Effective implementation of Food Standard Agency Standards. | Inspection finding and 5 star rating maintained.  Daily temperature records.  Daily incident record log in accordance with Safer Food Better Business. |
| Sustainability | Budget is managed and sustainability achieved. |
| The charity makes good progress towards its vision, mission, values and strategic plan and objectives. | Individual levels of knowledge about the charity vision, mission, values and strategic plan and objectives and how this is implemented in daily practice. |

**SKILLS:** define the context of the skills and how they will be used

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| **Skills required** | **How they will be used: E-essential, A-advantageous, D-desirable** |  |
| Catering related qualifications. | A relevant catering qualification.  Hold a current Paediatric First Aid or First Aid at Work Certificate.  Holds a current Food Hygiene Certificate.  Holds a current Health and Safety certificate. | E  D  E  D |
| Safeguarding and Child Protection | You will ensure safeguarding and child protection is prioritised and the safety, health and welfare of children paramount at all times. | E |
| Delivery of the Early Years Curriculum | You will lead the catering team to work in partnership with the early year’s team to ensure that mealtimes enhance the delivery of the curriculum and enable children to experience a range of food, cultural approaches to mealtimes and eating, and to engage in food preparation and serving. | **E** |
| Team Working | Leading a team across the organisation you will need good communication skills, flexibility and reliability.  You will lead and contribute to regular team meetings. | E  E |
| Organisational skills | You will have to be organised, have good time keeping and be able to manage your own workload. You will maintain an organised kitchen environment.  You will carry out regular assessments of all kitchens across the organisation to ensure they are maintained and organised  You will ensure all catering orders, resources and equipment are ready for each day delivery. | E  E  E |
| Communications | You will be able to record and share information and communicate confidently to a range of stakeholders using clear and concise written, verbal and IT methods.  You will ensure relevant and new legislation and guidance is communicated effectively across the catering team | E  E |
| Data and confidentiality | You will deal with all data and information sensitively and in line with data protection and safeguarding policies and procedures. | E |
| Working with suppliers | You will be responsible for ordering, handling and maintaining food, and other resources in line with the agreed menu, maintaining health and safety and food hygiene principles. | E |
| Leadership | You will use your initiative and make and communicate decisions relevant to your role.  You will be responsible for the supervision and training needs of the catering team | E  E |
| Policies and Procedures | You will understand and implement the charities policies and procedures. | E |
| Working in partnership with parents. | Work in partnership with parents to ensure that dietary requirements of children that arise from their medical, religious or cultural needs are met where ever possible. | E |
| Continuous Professional Development | You will engage in continuous professional development. | E |

**COMPETENCIES/TALENTS/BEHAVIOURS:** the way in which someone does something and

## why they do it that way. This is important when matching to the skills above and for cultural fit.

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| Safeguarding children is prioritised | E |
| Children are central to everything we do | E |
| Work collaboratively and in partnership | E |
| Celebrate diversity | E |
| Communicate professionally with people of all levels | E |
| Promote reflective practice and see every day as an opportunity to learn and grow | E |
| Provide a welcoming and friendly environment | E |
| Ethical – a clear understanding of right and wrong. High integrity and honesty. | E |
| Flexibility – able to respond quickly and easily to changing requirements and priorities | E |
| Thorough and high commitment to food hygiene procedures. | E |
| Planner – needs to be able to plan and prioritise workload for self and others and understands the importance of meeting agreed targets and outcomes | E |
| Striving for quality throughout all areas of work | E |

A satisfactory enhanced DBS check is required for this post