



## Job Description: Assistant Catering Manager

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*“Twickenham Preparatory School seeks to create a safe, caring and happy Christian environment in which all pupils are valued and can thrive personally, socially and academically.”*

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.

### Job Summary

To assist the Catering Manager in all functions of the kitchen. To provide support in the kitchen, dining hall and staff room as required, in the preparation of meals, food service, dish and utensil washing, general cleaning and other tasks associated with the catering service.

### Main Responsibilities

- Assist the Catering Manager with the preparation, cooking and service of hot and cold meals, taking responsibility for the preparation of all dishes (as required), taking into account any dietary requirements.
- Deputise for the Catering Manager in their absence.
- Assist with the supervision and instruction of all kitchen staff with particular focus on the use of equipment and hygiene procedures.
- Ensure all statutory health and safety standards in the kitchen and dining room areas are adhered to.
- Maintain accurate records of fridge and freezer temperatures, food temperatures, allergen matrix and cleaning schedule.
- Support the Catering Manager to plan, implement and review the three week cycle of menus, which are revised termly.
- To support the Catering Manager (when required) in the organisation and delivery of special functions, which may be outside of normal working hours.
- To ensure the prompt service of all meals, breaks and functions as required by the school.
- Provide the weekly Wednesday breakfast club food service.
- To assist with the ordering of raw materials and supplies. Receive and check deliveries and ensure that all food is stored correctly.

The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake additional duties which fall within their capabilities and which may reasonably be required by the Catering Manager and/or Head according to the normal practices of an independent school.

## Candidate Profile

The experiences, skills and qualities set out below capture the ideal requirements for successful fulfilment of the role described. In practice, if a candidate does not meet all these requirements but demonstrates the potential, adaptability and ambition to grow into the role, this may still enable them to be successful.

<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• NVQ/BTEC (City &amp; Guilds, Level 3 or equivalent)</li><li>• Experienced chef with a proven career background</li><li>• Experience within a supervisory role within the catering industry</li><li>• Knowledge and experience of Government Food School Regulations</li><li>• Knowledge and experience of management of allergens and food intolerance (including allergen matrix)</li><li>• Strong adherence to Food Hygiene and Health &amp; Safety Regulations</li><li>• Good all round knowledge of all areas within a catering department</li><li>• Proven track record of delivering exceptional customer service</li><li>• Track record of developing the catering offer</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Self-motivated with a positive approach</li><li>• Confident and resourceful</li><li>• Passion for delivering great food and service</li><li>• Reliable and committed with a flexible can do attitude</li><li>• Willingness to embrace central initiatives in menu development and procedures</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent team management skills; motivational, supportive and engaging</li><li>• Excellent interpersonal skills with the ability to communicate effectively with pupils, staff, team members and suppliers</li><li>• Ability to work well under pressure, use initiative and meet deadlines</li><li>• Ability to embrace and lead change</li></ul>
<b>Philosophy and Ethos</b>	<ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting the welfare of children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li><li>• A commitment to the ethos and strategic direction of the School</li></ul>