



WELLSPRING

We Make A Difference

Wellspring Academy Trust

Job Description

Post Title: Catering Lead

Reporting to: Catering Operations Manager

Purpose of the post

To co-ordinate the provision of a high quality catering service with excellent customer service.

Main duties

- To provide effective leadership within a kitchen and take responsibility for the day to day supervision of kitchen staff.
- Responsible for the timely preparation and service of meals that are well cooked and appetising.
- Responsible for the cleanliness of the kitchen and servery areas.
- To carry out appropriate on the job training as directed.
- To supervise employee's performance and carry out appraisals and development reviews on time.
- To be responsible for encouraging team development by giving open and honest feedback on performance.
- To develop a competent and motivated team.
- To ensure financial targets are met with regard to food cost on the plate and take remedial action where necessary to meet the targets.
- To supervise and work within the staffing targets set to ensure productivity targets are met.
- To ensure that the correct standards of service are achieved in areas as directed.
- To ensure that the necessary standards of food hygiene are always met in relation to statutory regulations and organisational policy, including adherence to HACCP and raw meat handling standards.
- To ensure that Health and Safety standards are always achieved.
- To ensure that all necessary ISO 9002 quality procedures/systems are effectively maintained.
- To complete all appropriate documentation and returns.
- The ordering and control of all stock on site.
- To use initiative, welcome change and new ideas and to be enthusiastic and demonstrate a positive can do attitude at all times.
- To develop and maintain a committed, enthusiastic and competent team.
- Carry out duties in accordance with legislation and Wellspring policies and procedures.
- Operate relevant catering IT systems, as appropriate.
- Excellent communication, relational skills and building rapport with pupils and our school team.
- An affinity with Wellspring's culture and purpose.
- Understand and meet the needs of the Wellspring community, ensuring high quality is delivered effectively every serve, first time.
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Health and Safety

- Ensure the Trust and statutory regulations QSHE (Quality, Safety, Health and Environment) and food handling processes are complied to.
- Ensure legal compliance is achieved for all systems.

Miscellaneous

- Hold an understanding of all relevant health and safety and broader operational policies and procedures, including those relating to operational, personnel, child protection, data protection, financial matters.
- Ensure equality of opportunity is afforded to all persons both internal and external to the Trust, actively eliminating any direct or indirect discriminatory practice.
- Participate in training and other learning activities and performance development as required.

Standards duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

Method of working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support.

This requires dealing with people politely and tactfully and in accordance with Trust guidelines, policies and procedures.

Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.

All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Person Specification

Criteria	Essential/ Desirable	How Identified
Education and Training		
Health & Safety Qualifications or equivalent Food safety qualifications such as Level 2 Food Safety Certificate, Food Hygiene.	D	Application Interview
First Aid certificate.	D	Application Interview
GCSE / Level 2 Numeracy and Literacy.	D	Application Interview
NVQ Level 2 Professional Cookery, City & Guilds.	D	Application Interview
Willingness to undertake relevant training.	E	Application Interview
Experience		
Experience of supervising members of staff.	D	Application Interview
Experience of admin and maintain accurate records and procedures.	D	Application Interview
Experience of ordering and control of stock and food costings	D	Application Interview
Experience of working in a catering / busy kitchen environment.	E	Application Interview
Experience of working as part of a team and on your own initiative.	E	Application Interview
Experience of operating H&S in a catering environment (including risk assessments, food legislation, etc).	E	Application Interview
Experience of working within/alongside an educational environment.	D	Application Interview
Skills and Abilities		
Effective customer service skills and ability to deliver high standards (including serving).	E	Application Interview
Ability to plan and work within financial targets.	E	Application Interview
Ability to meet deadlines and targets	E	Application Interview
Effective communication skills and interpersonal skills.	E	Application Interview
Enthusiastic and motivated.	E	Application Interview
Good catering and craft based skills (including ability to use general catering equipment safely and correctly).	E	Application Interview
Ability to follow catering code of practice and Health and Safety and Hygiene practices.	E	Application Interview
Attention to detail and able to ensure smooth running of operations and to timelines.	E	Application Interview
ICT literacy in main packages eg. Google.	D	Application Interview

Demonstrable knowledge of all current legislative requirements regarding catering, risk, waste and environmental matters.	E	Application Interview
Additional Requirements		
Operate with the highest standards of personal/ professional conduct and integrity.	E	Interview
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E	Interview
Willing to undertake training and continuous professional development in connection with the post.	E	Interview
Work in accordance with the Trust's values and behaviours.	E	Interview
Able to undertake any travel in connection with the post.	E	Interview
Able to demonstrate sound understanding of equality/ diversity in the workplace and services provided especially in access to delivery of the education of pupils and of own non-discriminatory practice and attitude.	E	Interview
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	E	Interview
A commitment of safeguarding and promoting welfare for all.	E	Interview
Willingness to travel to sites across the Trust/ region (as required)	E	Application Interview