

Great Academy Ashton

JOB DESCRIPTION

Post:	Deputy Catering Manager
Reporting to:	Catering Manager & School Business Manager
Salary Scale:	Band 5 (SCP 9-14)
Academy Type:	The Academy is a publicly funded independent secondary Academy for pupils aged 11 – 19

JOB PURPOSE

To support the Catering Manager in leading the catering team to provide an efficient, high-quality catering service for the Academy. In the absence of the Catering Manager, the postholder will take responsibility for overseeing daily operations and ensuring continuity of service.

KEY RESPONSIBILITIES

- **Team Leadership & Support**
Assist the Catering Manager in supervising and motivating the catering team, ensuring staff remain customer-focused and are deployed effectively. Lead the team during the Catering Manager's absence.
- **Menu Planning & Healthy Eating**
Support the planning and implementation of menus that comply with current nutritional standards and encourage healthy eating among pupils and staff.
- **Marketing & Promotion**
Contribute to the development of marketing initiatives and point-of-sale strategies to increase meal uptake and promote the catering service.
- **Health, Safety & Compliance**
Ensure all health, safety, and food hygiene regulations are adhered to within catering areas, taking appropriate action where necessary.
- **Budget & Cost Control**
Assist in managing the catering budget by monitoring expenditure and helping to reduce costs without compromising quality.
- **Stock Management**
Monitor stock levels, ensuring stock is rotated, controlled, and replenished as needed.
- **Operational Support**
Participate in day-to-day kitchen operations, including food preparation and cooking, to maintain smooth and efficient service delivery.
- **Staff Development & Appraisal**
Support the Catering Manager with staff appraisals, training, and development activities, ensuring all team members are equipped to work safely and effectively.
- **Continuous Improvement**
Contribute ideas for improving working practices, supporting ongoing development of the catering service.

OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- To support the ethos of the Academy
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety
- To actively participate in relevant Academy processes including appraisal
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings
- To support the Academy links with the community and with Samuel Laycock School

This post is subject to the enhanced level of Disclosure

This job description sets out the main duties and responsibilities of the post and each individual task may not be identified. The post holder will be expected to undertake such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

The job description may, in consultation with the post holder, be changed to reflect changes to the post.