

Ulidia Integrated College



JOB DESCRIPTION

POST TITLE:	Deputy Canteen Manager
GRADE:	Scale Pt 5 - 6 (£19650 - £20043) 36 hours per week (Term Time)
SERVICE:	Catering
RESPONSIBLE TO:	Canteen Manager, Bursar and Principal
RESPONSIBLE FOR:	Supporting the Canteen Manager with the supervision of 8 - 16 Staff

1.0 Job Purpose:

To be responsible for the efficient and effective delivery of an outstanding catering service.

To support the Canteen Manager with the effective management of the College catering services.

To deputise for the Canteen Manager when required and to act as Canteen Manager during any periods of absence.

To take a lead role in the quality assurance of standards of food both inside the College and provided to third parties (such as the Primary School meals provision).

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the college.

2.0 Duties and Responsibilities

2.1 Service Delivery/Operational Issues

- 2.1.1 Skilled cooking activities connected to the full range of menu provision for example preparation of menus, portion control, special dietary meals and function catering where appropriate.
- 2.1.2 To support the Canteen Manager with organisation and supervision of food service, to include all aspects, service points and the transportation of meals.
- 2.1.3 To support the Canteen Manager to actively promote the service through parents, students and guests to increase the uptake of meals.
- 2.1.4 To support the Canteen Manager to ensure that the kitchen and dining centres meet current standards of food safety legislation.

- 2.1.5 To support the Canteen Manager to ensure all catering practice complies with appropriate Health and Safety Legislation.
- 2.1.6 Responsible for securing the unit.
- 2.1.7 To support the Canteen Manager to ensure effective communication links with the school on all aspects of service delivery.
- 2.1.8 To support the Canteen Manager to ensure effective communication at all levels through regular staff meetings.

2.2 Human Resources

- 2.2.1 To support the Canteen Manager with supervision and direction of other employees including allocation of duties and work rotas. Where employed at a transporting kitchen, duties also incorporate the work routine of the Catering Assistants and the operational issues of dining centres.
- 2.2.2 To support the Canteen Manager to actively participate in the implementation of all policies relating to staff issues e.g. managing attendance, disciplinary and grievance.
- 2.2.3 Induction and on-going staff training.

2.3 Financial

- 2.3.1 To support the Canteen Manager with clerical duties associated with the efficient running of the kitchen, including cash handling.
- 2.3.2 Responsible for supporting the Canteen Manager with the management of all resources to include food, labour, overheads and equipment.
- 2.3.3 To source the most cost effective products which may include shopping trips to local supermarkets within contracted hours.

3. General Conditions

- 3.1 All duties must be carried out to comply with
 - (a) Acts of Parliament, Statutory Instruments and Regulations and other Legal requirements.
 - (b) Codes of Practice
- 3.2 All duties will be carried out in the working conditions normally inherent in the job.
- 3.3 All necessary administration must be completed as required.
- 3.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee

It is acknowledged that the contents of this generic job description are not subject to appeal.

PERSONNEL SPECIFICATION – DEPUTY CANTEEN MANAGER

<p><u>Essential Criteria</u></p>	<p>EC 1. Level 2 award in Food Safety in Catering (Chartered Institute of Environmental Health) or equivalent* (attained within the last 3 years) or appropriate refresher training.</p> <p>EC 2. Level 3 NVQ Diploma (City & Guilds) in Professional Cookery or equivalent* OR Level 2 Diploma (City & Guilds) in Professional Cookery or equivalent* and a minimum of 1 year supervisory and catering experience in school meals or a similar large scale catering outlet using traditional cooking methods.</p> <p>EC 3. Experience of supervision of Staff</p>
<p><u>Desirable Criteria</u></p>	<p>DC 1. Level 3 award in Supervising Food Safety in Catering (Chartered Institute for Environmental Health) or equivalent*</p> <p>DC 2. Level 1 award in Nutrition (Chartered Institute of Environmental Health) or equivalent*</p> <p>DC 3. Experience of Cashless Catering System</p>
<p>Personal Qualities</p>	<p>ESSENTIAL</p>
<p><u>Knowledge and Skills</u></p>	<p>Leadership skills.</p> <p>Knowledge of relevant legislation with regard to hygiene and health and safety procedures in a catering environment.</p> <p>Ability to produce a fresh, healthy and appealing menu within budget</p> <p>Knowledge of nutrition and providing food to meet special dietary requirements.</p> <p>Organisational and administrative skills and budgetary control.</p> <p>Clean and tidy appearance.</p> <p>Ability to communicate effectively with customers and colleagues. Ability to deliver training.</p> <p>Marketing skills to promote uptake of the meals service.</p> <p>Ability to work under pressure and meet deadlines.</p>

* Online equivalent qualifications will not be accepted

Conditions of Service - School Meals Employees

1. The Conditions of Service applicable to these posts are those determined by the Joint Negotiating Council for the Education Authority
2. Wages for these posts are as advertised.

Payment will be made monthly by BACS.

3. The hours of work will be as advertised. Times will be arranged locally to suit the requirements of each kitchen.

The total hours of work at each School Meals Kitchen and the hours of work of individual officers are determined by the average number of meals produced in that kitchen over a given period. The Board of Governors, therefore, reserves the right in accordance with the above-mentioned agreement to increase or decrease the hours of work allocated to any individual officer, in order to ensure that the Kitchen is correctly staffed for any given volume of meals production.

4. The leave year operates from 1 April in one year to 31 March in the following year.

During the period commencing with the date of start and terminating on the following 31 March the entitlement to annual holidays will be pro rata for completed months service to the full annual entitlement. The full entitlement due to any employee who has completed service amounting to not less than one full leave year by 1 April in any year will be 22 working days. This will increase after 5 years of service in accordance with existing agreements. In addition to the above, there will be an entitlement to 10 public and extra statutory holidays plus 3 other days in respect of periods of school closure. The Board of Governors will determine the dates on which these holidays are to be taken, following consultation with staff. Kitchens will normally be closed for a minimum of one week at Christmas, one week at Easter and eight weeks during the Summer, but employees may be recalled to duty should the necessity arise. Annual leave entitlement will be taken during these periods at times agreed by the Bursar.

5. Retaining Fee: For periods of school closure, when an officer is not absent on annual holiday, a special payment (retaining fee) calculated at the rate of half of the normal wage will be paid subject to the following conditions being made:
 - a. employees must undertake to return to work at the end of the period of school closure;
 - b. employees who are called upon to work during a period for which the retaining fee is payable for any purpose authorised by the Board of Governors which requires the facilities of the meals kitchen shall be paid at ordinary time rates (except where overtime or other allowances are due in accordance with this agreement) and the special payment shall cease for that part of the period of school closure.
6. There will be an entitlement to sickness pay in accordance with the above agreement and after 12 months' service there may be an entitlement to maternity leave and pay.

7. Membership of the Northern Ireland Local Government Pension Scheme is available if you are aged over 16 and under age 65. You will automatically become a member of the scheme, unless you choose, in writing not to. You will be required to join on commencement with an option to opt out of the scheme.
8. If you contribute to the Local Government Pension Scheme, you can retire and receive your benefits in full once you have reached pensionable age. You must advise the Authority in writing at least 4 months prior to your intended date of retirement in order to meet NILGOSC deadlines for pension release. Further information is available from the Authority's Pension Officer.
9. The minimum period of notice required to terminate your employment is the ordinary period from one pay period to the next i.e. 4 weeks/1 month.
10. Officers will be entitled to receive 1 week's notice if they have over 4 weeks but less than 2 years' continuous service and thereafter 1 week's notice for each year of continuous employment up to a maximum of 12 weeks' notice.
11. Where protective clothing is provided by the Employing Authority it MUST be worn during duty hours.
12. All appointments will be subject to the completion of a period of probation service of at least 6 months.
13. Names and addresses of two referees must be given, one of whom should be a previous or current employer able to comment on your suitability to work with children/young people in an educational setting (if applicable) and/or your professional ability. References will be taken from the named referees and applicants should ensure that they have, in specific terms, obtained the prior consent of the persons named to act as referees. (References must not be submitted with the application form)
14. The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people as regulated activity. It is a criminal offence for any individual on any barred list or who is the subject of a disqualification order from the courts; to apply for, offer to do, accept or do any work in a post involving regulated activity, paid or unpaid.

Appointment to this post is subject to a satisfactory outcome of the vetting procedure including receipt of satisfactory Enhanced Disclosure Certificate from Access NI.