

QUEEN ELIZABETH'S GRAMMAR, ALFORD

A Selective Academy Ltd



Catering Manager

£18,070 - £19,430 pro rata (*dependent on experience*)
required for September 2017

We are looking to appoint a Catering Manager from September 2017. The Catering Manager is an important member of the school staff and will need to have the ability to run a commercial kitchen providing high quality meals for pupils; the school is designated a 'Healthy School' with a varied menu of home cooked, nutritional meals. In addition to the day to day running of the kitchen, duties will include the preparation and cooking of meals, menu planning, ordering supplies, managing use of tills and completing all associated paperwork. As part of the role you will be expected to manage a staff of 5 kitchen staff.

Ideally, the person appointed will:

- hold a BTEC National Diploma, or City & Guilds 706/1, 706/2 or NVQ Level 2 or equivalent.
- have experience of running a commercial kitchen
- be well organised
- enjoy working in a school environment as part of a small dedicated team
- have experience of managing people
- be educated to GCSE level in English and Maths plus 3 others subjects

Within this booklet are details of our school and the post. There is more information about the school on our website, www.queenelizabeths.co.uk. In order to apply, please complete the enclosed application form and write a letter outlining why you think you would be an ideal candidate for the post. The deadline for applications is 5.00 pm on Friday 7 July 2017.

Best wishes

Angie Francis
Headteacher

Brief Details of the School

Queen Elizabeth's is a Selective Academy, currently having 543 pupils (including 132 in the sixth form) on roll. We converted to Academy status in October 2010.

The school is a very friendly and caring community in which pupils are known and valued individually. The atmosphere is calm, happy and purposeful; standards of attainment, behaviour and dress are high.

Academic results are high at Queen Elizabeth's and we are proud of our reputation as one of the top Grammar schools in Lincolnshire. A Level results placed us top in the county.

- 79% of last year's A Level grades were A*- B.
- Value-added through all key stages is excellent

We aim to provide a broad, balanced, relevant and differentiated curriculum, with our Specialist status being Business and Enterprise.

The Canteen & Kitchen

Our school canteen serves a range of hot, healthy meals which are different each week. The menu is designed by our Catering Manager. There is also a range of cold options available at the cold counter.

At morning break a range of snacks are prepared for students by the canteen. Lunch takes place from 12.35 to 1.35 pm and there is a canteen rota for pupils. Middle School Prefects help during lunch (1.20 – 1.35 pm) to clear tables and ensure the canteen is kept tidy.

The weekly menu and prices for meals are published on the school's website. Currently the dish of the day costs £2.20.

Main Duties

- To be responsible for the preparation and cooking of meals. The catering manager ensures that canteen food provision at both break and lunch-times is in line with the latest Government food and nutrition legislation.
- To plan menus, with an emphasis on health eating. The Catering Manager has access to SAFRON to enable this.
- To order supplies, process and maintain all relevant paper work, ensuring best value and trading with suppliers who provide good quality provisions, delivered in line with hygiene legislative requirements. Where possible food should be sustainably sourced and reflect seasonality.
- To use the electronic till and supervise the Canteen Assistant/Till Operator in her till duties, ensuring all associated paperwork is completed as required by the Finance Officer.
- To ensure all staff comply with health and safety and hygiene legislation.
- To organise canteen staff rotas and process time sheets.
- To supervise pupils who assist with catering for special occasions, such as Induction Day, Christmas Dinner and Sports Days
- To operate and replenish the vending machines in the Sixth Form block.

The postholder may be asked to do other duties within the general scope of the job, but any duties and responsibilities outside the general scope of the post will be required only with the agreement of the postholder.

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