

IMPLEMENTATION OF SINGLE STATUS IN SCHOOLS – 2014				Job Family Profile Summary
CATERING				
	GRADE 2	GRADE 4	GRADE 5	GRADE 6
Standard Job Titles	Catering Assistant	Cook	Catering Supervisor	Caterer
Level Purpose	To provide practical support in meals preparation and service.	To provide a practical catering support service delivering school meals for students and staff.	To provide overall management of a kitchen with range of outlets.	To run a catering unit on site and manage a cluster of catering units.
Typical reporting line	Cook / Assistant Cook	Designated manager eg Catering Manager	Designated manager eg Operational Manager	Designated manager eg Secondary Operational Manager
Typical Supervisory responsibility	None	May allocate day to day tasks to other catering staff.	Supervises staff including training, allocation of duties.	Supervision and day to day management of team of staff, including recruitment, appraisal and training.
Probable settings	Typically Primary or Secondary	Typically Larger Primary or Secondary	Typically Larger Primary / Secondary	Typically Secondary
Generally Representative Accountabilities & Responsibilities NB The difference between any level is an accumulation of a number of elements rather than focus on any particular task.	<p>Works within detailed instructions and time constraints. Subject to direct instruction. Any issues are reported to supervisor.</p> <p>Typical tasks: Food preparation to nutritional guidelines. Service of meals meeting temperature and portion control guidelines. Setting up furniture in dining areas, clearing tables, serving some food/drinks. Cash handling, till operation. Cleaning duties, washing up.</p> <p>Communication with students to transfer information, encourage positive lunchtime behaviours</p>	<p>Works generally within detailed rules and instructions with supervision on site. An element of forward planning in sourcing resources.</p> <p>Typical tasks: Practical support tasks such as in supervising catering services which may be over more than one kitchen, to provide meals service to quality standards. If supervisory, allocates work and monitors to ensure timely and quality delivery.</p> <p>Communication with students and staff, exchanging information and interacting to promote activity.</p>	<p>More autonomous role -typically is most senior person in the kitchen with guidance available centrally. Works within well- defined procedures and routines.</p> <p>Typical Tasks: Menu costing, planning and development. Ordering from suppliers. Supervise food preparation from raw ingredients. Responsible for health & safety compliance. Organising effective staff rotas. Reconciliation of cash or cash less systems.</p> <p>Communication and interaction with students to promote healthy eating, respond to enquiries and manage behaviour; effective communication for staff supervision and training.</p>	<p>A facilitating and supervising role, managing a Unit and service. Works to set deadlines and well defined procedures, prioritising and solving problems to ensure service continuity.</p> <p>Typical Tasks: Support to cluster kitchens (typically 25 cooking or serving kitchens,), including telephone and personal visits. Training of staff, absence reviews, time sheets. Healthy eating presentations to parent, staff, pupils.</p> <p>Communication with school staff, students, parents to promote nutritional standards. Effective communication for staff management and training across sites.</p>
Typical Knowledge, Skills & Experience	<p>Basic standard of education. Knowledge of basic food hygiene.</p> <p>Ability to interact with students through positive communication and deal promptly with any issues.</p> <p>Awareness of school policies in Health & Safety, basic First Aid.</p>	<p>General standard of education. NVQ 2 level in catering & hospitality, Basic /Intermediate Food Hygiene certificate as appropriate.</p> <p>Communication skills to interact with students and school staff/colleagues. Practical, technical skills to use mainly standard equipment</p> <p>Knowledge of safe working practices and regulations including Health & Safety, Food hygiene.</p>	<p>General standard of education. Typically Level 2/3 in catering & hospitality with experience. Knowledge sufficient to supervise preparation of food. Knowledge of cash handling systems.</p> <p>Ability to interact effectively with students, staff and colleagues. Negotiation and motivational skills required.</p> <p>Knowledge of school policies and procedures including, Health & Safety, Financial procedures, admin systems, HR procedures.</p>	<p>General standard of education. Typically Level 2/3 in catering & hospitality or significant experience. Intermediate Food Hygiene. Staff management experience.</p> <p>Ability to interact effectively with range of school users and promote nutritional values and the service. Staff management skills, including recruitment, appraisal, motivational skills.</p> <p>Knowledge of school policies and procedures including, Health & Safety, Financial procedures, admin systems, HR procedures.</p>
Additional Work Elements	<p>Physical effort in large amount of standing, lifting heavy pots and pans, moving furniture.</p> <p>Exposure to unfavourable working conditions working in hot, steamy kitchen, noisy environment.</p>	<p>Physical effort in standing or lifting kitchen equipment.</p> <p>Exposure to unfavourable working conditions in hot, steamy kitchen, noisy environment.</p>	<p>Physical effort in standing or lifting kitchen equipment.</p> <p>Some exposure to unfavourable working conditions in hot, steamy kitchen, noisy environment, but less time may be spent in kitchen due to admin office duties .</p>	<p>Physical effort in standing or lifting kitchen equipment.</p> <p>Some exposure to unfavourable working conditions in hot, steamy kitchen, noisy environment, but less time may be spent in kitchen due to admin duties .</p>

IMPLEMENTATION OF SINGLE STATUS IN SCHOOLS – 2014		Job Family Profile Summary	
CATERING			
GRADE 7			
Standard Job Titles	Caterer		
Level Purpose	To provide effective management of the overall catering operation.		
Typical reporting line	Designated manager eg Secondary Operational Manager		
Typical Supervisory responsibility	Supervision and day to day management of team of staff, including recruitment, appraisal and training.		
Probable settings	Typically Secondary		
Generally Representative Accountabilities & Responsibilities NB The difference between any level is an accumulation of a number of elements rather than focus on any particular task.	<p>A facilitating and supervising role, managing a larger Unit and service with activities generally more varied and complex than at Grade 6. Works to set deadlines and well defined procedures, prioritising and solving problems to ensure service continuity.</p> <p>Typical Tasks: Input into menu planning Budget management Lead role in extra curricula activities such as cookery club, healthy eating tutorials. . Advice and guidance to the school on procurement of specialist catering equipment and repairs.</p> <p>Negotiation and motivational skills required to manage effective operation. Effective communication skills for interaction with students.</p>		
Typical Knowledge, Skills & Experience	<p>Typically NVQ Level3 and significant experience. Staff management knowledge and experience.</p> <p>Ability to interact effectively with range of school users and promote nutritional values and the service. Staff management skills, including recruitment, appraisal, motivational skills. Budget management and financial skills.</p> <p>Knowledge of school policies and procedures including, Health & Safety, Financial procedures, admin systems, HR procedures.</p>		
Additional Work Elements	<p>Some physical effort in standing or lifting kitchen equipment.</p> <p>Some exposure to unfavourable working conditions in hot, steamy kitchen, noisy environment, but less time may be spent in kitchen due to the leadership nature of the role</p>		