

Role Profile			
Job Title	Catering Team Lead		
Section	Estates	Department	Business Support
Reports to	Head of Estates		
Location	Various school and building sites within Devon & Cornwall		

Job Purpose	<p>To lead and manage the Catering team, working closely with the Head of Estates and key stakeholders to ensure the smooth delivery of the service to the agreed standards.</p> <p>To provide a high-quality catering service which meets the needs of our partners learners and the schools, ensuring that catering standards are achieved and maintained which support the raising of standards of achievement and attainment of learners.</p>
Key Competencies and Output	<p>Overseeing the operations of 4 kitchens, developing and progressing the catering provision to deliver healthy and high-quality meals that meet the Nutritional Standards.</p> <p>Negotiates best value contracts with authorised suppliers to ensure the cost effectiveness of the catering service.</p> <p>Works in partnership with our school-based clients to ensure the attractiveness of catering provision including food presentation and the eating environment</p> <p>Supervises and deploys all catering staff to ensure the efficient organisation of the catering service, and deal with any staffing problems/issues that may arise.</p> <p>Ensures an appropriate level of sustainability within the staffing structure to enable the catering provision to be delivered effectively in the absence of key personnel.</p> <p>Responsible for the accurate costs control of catering revenue and expenditure.</p> <p>Undertakes routine checks of equipment, cleaning material, stationery and uniform.</p> <p>Ensures maintenance agreements for all equipment are current and arrange for the necessary checks at renewal.</p> <p>Plans daily menus in conjunction with your lead chefs and the schools, making provisions as appropriate for special food diets, and order stocks accordingly.</p> <p>Responsible for the creation of the annual budgets and the management of delivery to these agreed budgets.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>
Experience, Knowledge, Skills and Qualifications	<p>Experience in a supervisory role</p> <p>Experience of delivering a catering service ideally in a school environment</p> <p>Level 2 food hygiene</p> <p>Basic use of IT equipment including email</p> <p>Excellent communication and interpersonal skills</p> <p>Good knowledge of good food standards for school</p>

	<p>Ability to carry out all kitchen duties to cover absence and train staff as required.</p> <p>Be able to work flexibly and under own initiative Excellent interpersonal skills</p> <p>A full clean UK driving licence is essential as travel between sites is required</p> <p>Enhanced DBS (as applicable to Client and Sector Safer Recruitment/Keeping Children Safe In Education legislative requirements)</p>
<p>Corporate Standards</p>	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>