

JOB DESCRIPTION

POST TITLE: Assistant Catering Manager

DIVISION/UNIT: Catering Unit

GRADE: 7

RESPONSIBLE TO: Catering Area Manager

RESPONSIBLE FOR: Hub Supervisors
Cooks in Charge

Job Purpose

To be responsible for the efficient and effective delivery of a catering service at operational level within a nominated area.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Provide direction and management of the catering teams within a designated geographical area through the formal application.
5. Oversee the organisation and supervision of the school and welfare catering service within a designated geographical area, including service delivery and the transportation of meals.
6. Oversee, control and monitor food supply systems, stock control routines and other related procedures & undertake physical stock checks on a regular basis taking appropriate remedial action as necessary.
7. Assist with the implementation of initiatives to promote a quality service within designated area.
8. Responsible for the application of the Establishment Control and Vacancy Management Policy as it relates to the recruitment process for front-line employees.
9. Assist with the identification, organisation and implementation of staff induction/training during term time, identifying any underachievement and liaising with Catering Area Manager to implement remedial action.
10. Ensure that all kitchens meet current standards of food safety legislation and compliance with Tayside Contracts HACCP procedures taking appropriate remedial action as necessary.

11. Undertake the effective and timeous implementation of the annual Tax review process in relation to direct reports and ensure that training needs identified are appropriately addressed.
12. Ensure effective communication links with Facilities Management and Clients on all aspects of service delivery. This will require attendance at meetings as directed.
13. Assist with effective communication at all levels through regular staff briefings/ Cluster meetings as directed.
14. Assist with the managing of all resources, including food, labour, overheads and equipment.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	3	3	3	3	4	1	4	3	2	2	4	3