

HAMPSHIRE COUNTY COUNCIL

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

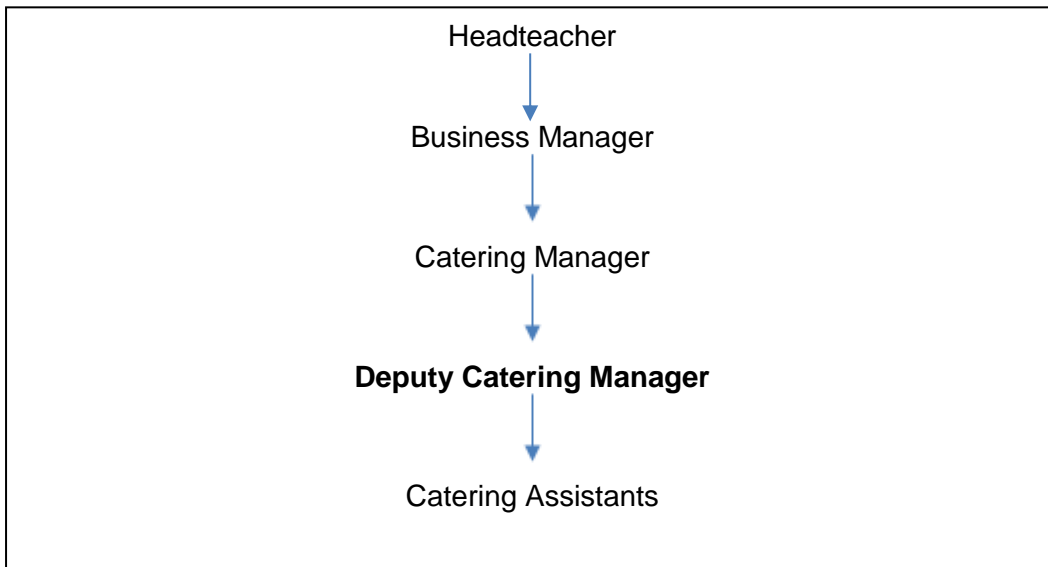
ROLE PROFILE FORM

Section A

Role Profile Ref:	02027
Department/Section:	Education (Schools)
Role Title:	Deputy Catering Manager
Reports To - (Supervisor/manager's role title) :	Catering Manager
Role Purpose: (why the role exists)	To prepare, cook and serve food for on site and transported meals as directed by the Catering Manager. Help with general duties, preparation and cleaning of eating areas. Deputising for Catering Manager

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).



Section C**ROLE REQUIREMENTS**

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

Accountabilities	Accountability Statements	% of Time
Food preparation and cooking of meals	Prepare the required number of meals following specified menu/special dietary requirements as directed by the Catering Manager or in a deputising role.	55
Serving and customer liaison	Serve food following portion control guidelines and special dietary requirement. Encourage good customer relationships and effective communication with the school. Handle cash where necessary. Promote the service.	20
Kitchen cleaning rota	Take part in the manual washing up and sterilising where required, following set guidelines. Complete cleaning duties daily, weekly, periodically to ensure Health & Safety and hygiene standards are maintained.	15
Administration and finance/stock control	Deputise in ensuring efficient stock control and in completing all administrative requirements following strict guidelines.	5
Effective use of resources and people management	In the deputising role, develop and maintain team work and morale to ensure efficiency of the unit. Assist in the training of staff.	5
Uniform Standards	Ensure the standard of uniform is consistent with the new uniform policy and support the catering manager to ensure all staff are compliant.	
Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability	Ensure Health & Safety and hygiene procedures are satisfied. Eg: temperature probing, recording and reporting procedures.	

Section D -The key decision making areas in the role

Running of the kitchen in the absence of the Catering Manager/Head of Catering taking on all the responsibilities of that role *when required to do so. To work under the direction of the Catering Manager/ Head of Catering and may be required to organise staff as required.*

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

The daily number of meals to prepare would be 200 or less and depending on the complexity of the service eg: Transported either by trolley or taxi

Additional point of sales

Flexible approach in Special School

Section F - The main contacts – external/internal customer contacts and purpose

Customers: pupils, school staff, parents, Head teachers.

In deputising role, would have regular contact with school staff, suppliers, maintenance contractors

Section G - Working conditions – environment, and physical effort or strain.

Working temperatures/working environment will vary in units depending on age of unit and fixtures and fittings, For example some units will have stone tiled floors which can become slippery due to condensation build up whilst other units will be extremely cold in winter and too hot in the summer due to poor ventilation.

Due to nature of operation unit supervisors are required to work within a confined space which adds to additional pressure on team work requirements.

Unit supervisors have to be physically fit to carry out duties of job, as job requires lifting and carrying of tables/ chairs and heavy cooking equipment. The job also involves continuous standing.

Due to time pressures (45 minutes service period) catering staff have to work at a consistently fast pace. There are additional time constraints to work within, due to the school using hall prior to and after dinner period.

Section H - Context/additional information

May work extended hours to cover the role of Catering Mgr/ Head of Catering *if deputising.*

May be required to work at Parent's Evenings.

PROGRESSION IN ROLE

Section J - Entry: Necessary role-related knowledge, skills and experience at selection

Physically fit, to be able to lift tables, chairs and heavy kitchen equipment.

3 years experience of working in a relevant catering environment with relevant competencies to undertake Manager's role in deputising capacity.

Financial awareness, good communication.

HCIMA/HND/NEBSS/C and G (706) or part qualified.

Section K – Initial induction/training required to become effective in the role

Estimated time to become operationally effective **6 weeks**

Manual handling

Basic Hygiene certificate

Full awareness of Catering Mgr/ Head of Catering responsibilities

Section L – Operationally effective: How would effectiveness in role be demonstrated?

Ensuring staffing levels are maintained.

Smooth running of the kitchen with or without referral to Catering Mgr/ Head of Catering or Headteacher.

Applies knowledge and suggests improvements to line manager.

Cover other units as and when required.

Pro-active team development.

Section M - Adding value: What characteristics will the advanced role holder demonstrate?

Actively encourage colleagues to sell/promote the services in order to exceed targets.

Communicate at all levels.