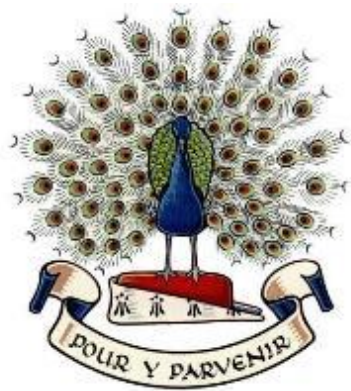


LADY MANNERS SCHOOL



CATERING DEPARTMENT

Catering Department Overview

The catering facilities at Lady Manners School comprise of two kitchens, which serve and produce main meals, snacks, pudding and cakes and the Snack Bar in the Sixth Form serving snacks such as paninis.

We are proud to have a very high take up of school meals with very few students bringing packed lunches. Students are not allowed off site for lunch. We cater for approximately 1300 students and staff each day within the hour lunch break from 12.30 until 1.30 pm.

In addition, we serve toast at morning break time – a very popular snack amongst our students!

We are delighted to have received a level 5 food hygiene rating at our last inspection and have consistently achieved the highest standard for 20 years.

Catering Staff

The catering service is provided in-house and all of the staff are employed directly by the school.

There is a full-time Catering Manager who manages the day to day operation and administration of the department (organising staff rotas, placing orders etc.)

There are two full-time Catering Supervisors who cook the main meal for each day and supervise the catering staff in the preparation and cooking of the rest of the day's meals and puddings etc ensuring we have enough food for the students. There is also a Catering Supervisor who oversees the Sixth Form Snack Bar.

There are two full-time Cooks who produce the delicious puddings, cakes and biscuits.

There are approximately 10 full-time equivalent Support Services Assistants whose jobs include general everyday kitchen duties, and assist the catering supervisor in the producing food needed each day. Many of the team are part-time which means that there are around 20 staff in total.

The Business Manager oversees the work of the catering department and is the link to the Senior Team and Governors.

Example Tasks/A Typical Day

The majority of the staff are organised into a rota system for one week at a time across a range of tasks and across the two main kitchens. This means that there is plenty of variety. Tasks include:

- Operating the tills
- Clearing station – helping the students to return their crockery/dispose of waste etc.
- Serving food

- Making sandwiches
- Washing up and cleaning the kitchens
- Setting up hall ready to serve food

A typical day might involve:

8.00 to 10.15 - preparation needed each day, making sandwiches, put away deliveries set out serving counters and tills in the dinner hall

10.15 to 10.30 - buttering and serving toast

10.30 to 12.30 - assist with the preparation and cooking of meals set out tables and chairs in dinner hall

12.30 to 13.30 - serve food, frying and man the clearing station, put away table chairs, serving counters and tills, take out the rubbish and recycling

13.30 to 14.00 - the catering department have their lunch break

14.30 to 15.30 - clean down the kitchen including pots, work surfaces, ovens and fryers, sweep and mop the kitchen floor

Example Menu

There are four weekly menus which are rotated and the food is made from scratch. An example menu for one day is below.

Main meals	Accompaniments	Desserts	Lighter Lunches	Drinks
Spaghetti bolognese Quorn spaghetti bolognese V Chicken burger in bap Beef burger - GF Pork & apple burger Veggie burger V	Jacket potatoes GF V Chips GF V Mashed potato V Baked beans V Spaghetti V Sweetcorn GF V Broccoli GF V	Chocolate sponge V Chocolate sauce V GF Iced buns V Fairy Cakes V Chocolate cracknel V Assorted Fruit V GF	Freshly made sandwiches and filled rolls Cold chicken wraps Jacket potatoes with a choice of fillings (tuna, cheese, beans or salad) Salads Crackers Bread rolls	Bottled water Chocolate milk Apple juice Orange Juice Strawberry milk Flavoured water Milk

Induction and Training

We have a thorough induction programme for all staff who are new to the school. This includes a tour and meeting key colleagues, fire evacuation, health and safety, safeguarding children etc.

In addition, we have a planned induction within the department which allows new staff time to learn each task, get to know colleagues and understand the high standards that we expect. This includes shadowing colleagues, training from supervisors and a list of tasks for each job is made available.

All new staff begin their employment on a probationary period. This involves regular meetings with the line manager to ensure they are settling in, to address any queries or concerns, and to ensure training for the first few months is in place.

All our staff are trained in Food Safety to Level 2 with the Supervisors and Manager trained to Level 3. This is renewed every 3 years.

We also train our staff in related areas such as allergen awareness, first aid, moving and handling and nutritional standards. As a school we pay the apprenticeship levy and apprenticeship training is something that we can offer depending on the interests of staff.

Uniform

All of the catering staff wear a uniform, which is necessary for food safety. We take pride in our appearance and like to look smart.

The uniform requirements are:

Long hair tied back

LMS Catering Department hat or hair covering whilst preparing/serving food

LMS Catering Department polo shirt

LMS Catering Department trousers

LMS Catering Department kitchen apron and serving apron

Flat, closed toe shoes, with a grippy sole ideally hard uppers not soft canvas

Jewellery: Earrings; one pair of sleepers or studs, only a wedding ring may be worn, no watches

Staff should arrive and leave in their own clothes. Changing rooms are provided for staff to change into their uniform on site.

Smokers should change out of their uniform and leave the school premises to smoke at break times
Help to stop smoking is available at <https://www.livelifebetterderbyshire.org.uk/services/stopping-smoking/stopping-smoking.aspx>

Developing the Department

We are always keen to develop the department – be it new menu items, improving efficiencies, enhancing income generation or developing staff.

The Catering Supervisors and Manager meet once per week to review performance, plan for the forthcoming weeks, and discuss plans for development. The Catering Manager also meets with the Business Manager once per week.

Your ideas will be listened to, though we can't promise to be able to implement all of them! Please speak to the Catering Supervisor or Catering Manager in the first instance.