Recruitment Pack



EAST RENFREWSHIRE COUNCIL

CATERING MANAGER

BRAIDBAR PRIMARY SCHOOL

ERN06400

EXTERNAL

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This Recruitment Pack should contain all the information you require to complete your application.

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ADVERTISEMENT

DEPARTMENT:	Education
JOB TITLE:	Catering Manager
JOB STATUS:	Part Time / Term Time – 39 Weeks
DURATION:	Fixed Term until June 2027
NUMBER OF VACANCIES:	1
GRADE:	5
HOURLY RATE:	£13.4112 - £14.77
ANNUAL SALARY:	£20,977 - £23,103
HOURS PER WEEK:	30
WORK PATTERN:	Monday – Friday, 08:00 – 14:15
LOCATION:	Braidbar Primary School

You will be responsible for all activities concerning the provision of a catering service for civic events including food preparation and cooking, menu planning, portion control, customer liaison, management of employees and staff training; control of hygiene and health and safety; financial management, ordering of supplies, budgetary control; and administrative tasks appropriate to the post.

You should have catering management experience and relevant cooking skills and an understanding of the needs of the type of clients catered for and HACCAP awareness, together with good communication skills and ability to manage a team. A City and Guilds Catering qualification or similar would be an advantage.

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On completion of additional years of service by 1 January of each year, following the anniversary of the date of appointment, your term time salary will be adjusted to include a payment in lieu of the additional leave day accrued at the beginning of each leave year for the first 10 years of service.

This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.

For details of our employment policies and terms and conditions, please visit our Council Careers page https://eastrenfrewshire.gov.uk/careers

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link https://eastrenfrewshire.gov.uk/placetogrow to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

Please note – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: https://www.gov.uk/prove-right-to-work

Please note - East Renfrewshire Council does not provide Visa sponsorship.

References – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact hrdirect@eastrenfrewshire.gov.uk with any questions.

Pension Scheme

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website Local Government Pension Scheme (LGPS) Guidance

Recruitment Dates

Closing date for applications: midnight on Sunday 28 June 2026

Shortleet date: 01 July 2026

Interview date: 14 July 2026

If you would like an informal discussion about the post, please contact Nicky Joiner, Catering Coordinator, on 0141 577 3308 (No agencies please).

Recruitment Communication

As you are applying for this post on-line you will receive an automatic e-mail receipt once you have submitted your form.

You should also note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the above correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

Payslips

The council provides electronic payslips online through our employee self-service portal. Successful applicants will be provided with a login to the self-service portal to access their payslip.

Guaranteed Interview Scheme

Disability Confident

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be given the opportunity to demonstrate their abilities at interview.

Care Experienced Children and Young People – Looked After Children

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in the care of their local authority i.e. been in foster care or in residential care etc. and they are under the age of 29 years old they will be given the opportunity to demonstrate their abilities at interview.

Veterans

For Local Government roles, if an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then applicants will be given the opportunity to demonstrate their abilities at interview.

Trainee Roles or Modern Apprentices

For modern apprentices or traineeship roles where the applicant is an East Renfrewshire Council resident or school leaver, they will be guaranteed interview if the applicant clearly shows in their application that they meet the essential criteria for the job.

Equalities

East Renfrewshire Council is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.

Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.

East Renfrewshire Council has committed to implement the key recommendations of the Scottish Parliament's Equalities and Human Rights Committee's Race Equality, Employment and Skills: Making Progress report.

Application Guidance

For help on completing East Renfrewshire Council's Local Government application form, we have provided guidance on our Careers webpage under the Applying to Work for Us section which can be found here
- https://www.eastrenfrewshire.gov.uk/careers

Please fill out the application using your own words, based on your own experiences. We ask that candidates do not use AI tools to complete recruitment application forms. We value authenticity and are genuinely interested in reading candidates personally written applications. If it looks like your application was created using AI, we may not be able to consider it unless you've told us in advance and we've agreed this as part of a reasonable adjustment.

Privacy Notice

If you would like more information about how we handle your data please read our Privacy Notice which can be found here:
https://www.eastrenfrewshire.gov.uk/hr-privacy-notice

JOB DESCRIPTION

Department:	Education
Division/Section:	Facilities Management
Job Title:	Catering Manager
Responsible to:	Catering Co-Ordinator
Grade:	5
Date Revised:	17/07/2006
Principal Functions:	Responsible for all activities concerning the provision of a catering service to the appointed kitchen.

To supervise all work associated with the provision of food, including menu planning, portion control, food preparation and cooking for their unit.

To organise and supervise each food service in continuity with H4S and relevant food legislation relating to their unit.

To manage all employees in the unit including staffing levels/absence/training/recruitment and selection/grievance procedures.

To control hygiene and ensure compliance of health and safety procedures (EHO) and ISO 9001 2000 (site record book and associated documentation) within the unit.

To order and control supplies and ensure financial controls within unit.

Demonstrate basic computer skills and enhance as appropriate.

To ensure all cashless systems are managed and operated smoothly in conjunction with school administration and pupils.

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Ensure asset register is maintained and updated. Repairs reported timeously, ensuring follow up in unit.

To undertake all administrative tasks appropriate to the post.

Other duties arising from the use of the premises commensurate with the grading of the post.

East Renfrewshire Council catering service provides a multi-cultural and life style menus, all catering staff must be able to carry out relevant food preparation and service delivery of all associated dishes. In the catering assistant position, there is simple preparation of all types of foods, and the role includes the handling of fresh ingredients such as meat, fish, eggs, other dairy products, bread products, fruit and vegetables during each shift.

PERSON SPECIFICATION

POST OF: CATERING MANAGER GRADE: 5	SERVICE: FACILITIES MANAGEMENT DEPARTMENT: EDUCATION		
ATTRIBUTES	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT**
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS			
Elementary Food Hygiene	√		
Intermediate Food Hygiene		√	Qualifications
Catering City & Guilds or relevant qualifications		√	
HACCAP awareness		√	
RELEVANT WORK/ OTHER EXPERIENCE			
Previous catering management experience	√		
Practical cooking skills	√		Application Form/Interview
To be able to monitor and direct staff within a large team.		√	
Familiar with working to quality procedures		√	
SKILLS AND ABILITIES			
Menu planning, stock control, cash handling, staff training, staff management, catering functions.		√	Application Form/Interview
Basic IT Skills	√		

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PERSONAL QUALITIES Good communicator and manager of people To be able to work well under pressure and to meet service and financial deadlines.	√	 √	Interview
ADDITIONAL JOB REQUIREMENTS Overtime may be required for functions or school council meetings		√	