



Reports To: Chef Manager/Regional Catering Manager

Why	<p><b>Job Summary</b></p> <ul style="list-style-type: none"> <li>To support the Chef Manager in providing a high standard of catering services to staff and pupils of the academy.</li> </ul>	
What	<p><b>Main Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist with the preparation of the daily menu items to include main meals, cakes, sandwiches and snacks.</li> <li>Complete tasks specified on the cleaning schedules regarding cleaning of kitchen equipment and kitchen premises.</li> <li>Serve customers, taking cash and cashing up duties as necessary.</li> <li>Complete all due diligence paperwork to ensure compliance with Food Hygiene Regulations and the Trust HACCP procedures.</li> <li>Provide an efficient, clean, and welcoming service for all customers.</li> <li>Wash kitchen equipment, crockery, cutlery, kitchen dishcloths and tea towels as required.</li> <li>Perform working practises within food hygiene regulations and Trust policies and procedures.</li> <li>Assist with special functions when required by the Academy.</li> <li>Undertake training as required by the Trust.</li> <li>Report any concerns about health &amp; safety or the behaviour of individual customers.</li> <li>Any other responsibilities deemed appropriate to the level of the role.</li> </ul>	
How	<p><u>Competencies</u></p>	<p><u>Personal Attributes</u> (level expected when job is conducted to the required standard)</p>
	<p><b>Framework</b> <i>Seek to establish the framework and guiding principles; make a positive contribution to the wider life and ethos of the Trust.</i></p>	<p>Act as a role model, demonstrating professionalism and consistently high expectations at all times which support the ethos of the Trust.</p> <p>Recognise and respect the difference between individuals and play a part in making the academy more inclusive.</p> <p>Take responsibility for own Health &amp; Safety, ensuring immediate work environment is safe.</p> <p>Develop effective professional relationships with colleagues, knowing how and when to draw on advice and support.</p> <p>Demonstrate consistently the ethos and behaviours which are expected by all.</p> <p>Understand why it is important to follow policies and procedures and know where to find them.</p> <p>Pro-actively check to prevent errors and achieve targets.</p>
	<p><b>Development</b> <i>Monitoring coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i></p>	<p>Participate in whole academy training/induction events.</p> <p>Create a 'can-do' culture to raise aspiration for all.</p> <p>Take responsibility for improving own working practices through appropriate professional development, responding to advice and feedback from colleagues.</p>
	<p><b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Act as a role model, upholding a professional and courteous manner at all times, including non-promotion of part/political views to the student body.</p> <p>Receive direction and able to follow instructions.</p> <p>Complete tasks assigned, which contribute to the delivery of specific results.</p>
	<p><b>Problem solving/Decision making</b> <i>Able to identify a potential problem, propose and assess solutions and decide upon course of action.</i></p>	<p>Identify problems and look for support.</p> <p>Participate in team based decisions.</p> <p>Know, understand and comply with procedures relating to information and confidentiality.</p> <p>Solve problems within own remit which does not affect others.</p> <p>Seek support when immediate decisions are required.</p>

	<p><b>Communication</b>  <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i></p>	<p>Communicate effectively with children and colleagues. An active listener.  Able to read, write, and understand English.</p>	
	<p><b>Task Management</b>  <i>Establishing appropriate courses of action for oneself and others to accomplish goals.</i></p>	<p>Receive tasks and know who they are accountable to in their work.  Is supported in planning daily workload.  Prioritise within daily tasks.</p>	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve objectives.
	Education, Qualifications and Experience (EQE)	A Level 2 Food Safety Certificate and Allergy Awareness Training are essential to this role. A Level 2 Diploma in Kitchen Services and experience of working in a school kitchen environment would be advantageous.	
Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.		