

TITLE: Chef Manager - Send

GRADE: Support Scale 4

RESPONSIBLE TO: Group Curriculum Director – Send

RESPONSIBLE FOR: Techn

PURPOSE OF JOB:

- To provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting college catering and health and safety standards.
- Delivery of a range of food and catering services across a high-volume outlet in a complex, busy and multi-faceted environment
- To maintain, organise and direct the preparation and cooking of food ensuring that the colleges reputation for quality is enhanced at all times
- Taking responsibility for the food production with a hands-on approach
- To help drive sales through centrally driven menu planning and promotions.
- Responsible for all aspects of food safety, HSE and COSHH
- To maintain food monitoring procedures to facilitate budgetary control and to monitor all costs involved in the kitchen against agreed budgets.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.

- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in college-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.

3. Particular to the Post:

Meal planning and provision

- 3.1 Deliver high-quality meals to develop the client base within the area, considering competitors in the market.
- 3.2 Plan varied and nutritious menus in advance
- 3.3 Adhere to GP%
- 3.4 Manage food stocks to prevent shortages or excess supply and adhere to the catering budget GP%
- 3.5 Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled

Provision management

- 3.9 Supervise and deploy students and staff to ensure efficiency and high-quality food provision
- 3.10 Prepare and manage the duty rota, delegate tasks appropriately to pupils and staff, and ensure the smooth running of the team

- 3.11 Carry out performance management duties and make sure all staff in the team have relevant, required training
- 3.12 Promote morale and wellbeing among the staff and pupils
- 3.13 Supervise and deploy students and staff to ensure efficiency and high-quality food provision
- 3.14 Prepare and manage the duty rota, delegate tasks appropriately to pupils and staff, and ensure the smooth running of the team
- 3.15 Carry out performance management duties and make sure all staff in the team have relevant, required training
- 3.16 Promote morale and wellbeing among the staff and pupils

Health and Safety

- 3.17 Ensure compliance with college catering Food safety management standards legislation and the college's food safety policy, health and safety policy, and allergens policy
- 3.18 Ensure that the kitchen and dining area are kept clean and hygienic
- 3.19 Ensure that kitchen equipment is used safely and according to operating manuals
- 3.20 Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
- 3.21 Arrange for all necessary repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs. Where repair or replacement exceeds the agreed budget, discuss this with Group Director
- 3.22 Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform
- 3.23 Record all accidents and incidents

4. Person Specification:

- 4.1 Level 3 Food Safety (or NVQ equivalent)
- 4.2 GCSE or equivalent level in English and Maths
- 4.3 Experience of working in an industrial kitchen or catering establishment including:
 - Line management and supervisory experience
 - Experience of menu planning and pricing
 - Experience of recording and managing stock

Experience working with young people

- 4.4 Wide Knowledge of culinary production and strong culinary skills
- 4.5 Knowledge of legislative requirements for: Healthy eating, allergens
- 4.6 Working in industrial cooking catering
- 4.7 An understanding of the routines and challenges of catering in an educational environment
- 4.8 Good Literacy and numeracy skills
- 4.9 Good organisational skills
- 4.10 Ability to multitask and work effectively in a stressful environment
- 4.11 Strong leadership and teamwork skills
- 4.12 Strong customer service skills
- 4.13 Sensitivity and understanding, to help build good relationship with colleagues, pupils and staff

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.