

JOB DESCRIPTION

Post title:	Academy Cook/Chef
Academy:	Academy 360
Reporting to:	Catering Manager
Salary/Pay range:	£23,541 FTE, £21,096.36 Actual
Hours of work:	37 hours per week

Purpose of Job

To work with the Catering Manager and deputise in their absence. Supporting the management of all aspects of the catering service and kitchen, ensuring the very highest food quality and presentation to Academy Standards. Ensuring all legislative requirements are fulfilled and financial controls are maintained.

Main Duties and Responsibilities

- Deputise in the absence of the Catering Manager, ensuring consistent, high standards of delivery, staff management and overall delivery of catering services.
- Assists Catering Manager to plan menus, set prices and achieve and maintain budgeted food cost.
- To research food trends and incorporate healthy eating and choices into the delivery of the catering services.
- Requisitions supplies and ensures that these are properly issued, used and accounted for. Carries out weekly stock-take and food rotation procedures.
- Allocates duties to Catering Assistant staff and supervises their work, giving instruction and advice when necessary.
- Personally, prepares dishes and participates in all other activities taking place in the kitchen.
- Ensures that dishes are produced to the required standards of quality and attractiveness before serving.
- Complies with Statutory regulations and company procedures concerning the hygiene and safety of staff, food and equipment.
- Maintains records relating to food production activities and supplies information as required by the Catering Manager.
- As and when required by the Catering Manager, carries out additional tasks concerned with the operation of the catering service.
- Assists in the preparation and cooking of food for special functions and 'special days'.
- Instructs craft apprentices and their trainees in food production methods.
- To ensure that all policies and procedures are communicated to the team and adhered to including health and safety.
- To ensure that any local agreements are honoured.
- Carry out other tasks as reasonably requested by the Catering Manager.

- Any other duties as may reasonably be requested by your line manager. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2022 where required