

Job Description

POST TITLE: KITCHEN MANAGER

GRADE: GRADE 8, POINTS 19 TO 24

RESPONSIBLE TO: CATERING MANAGER

JOB PURPOSE

This post holder will work under the supervision of the Catering Manager to ensure that a top quality, efficient and effective catering service and dining experience is provided to all students, staff, visitors and external clients of the Trust.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Be responsible for all supplies and food being delivered into the kitchen areas ensuring quality and that all food meets the food hygiene requirements.
- Responsibility for and supervision of all health and safety practices in the kitchen.
- Responsibility for and supervision of all food hygiene in the kitchen, ensuring that HACCP standards are maintained.
- Supervision of all requisitions of food and forwarding of monthly information to finance for recharging of other departments.
- Menu development – Get involved and collaborate within the team to produce dishes for upcoming menus, for all provision of catering taking into account all nutritional and allergen requirements and value for money.
- Prepare all food types including the preparation of special functions and banquets.
- Ensure that all food sold is labelled with relevant allergen information in accordance with current legislation and standards.

- Ensure all food storage is adequately labelled and food hygiene standards and best practice is adhered to.
- Be responsible for the service of food as required.
- Line management of the Junior Chef, Catering Assistants, Apprentice Catering Assistants and other catering staff.
- Training of staff and induction of new staff.
- Reporting any health and safety issues to the Catering Manager.
- Responsibility for orders with suppliers using the Trust procurement software.
- Report any food hygiene issues to the Catering Manager.
- Adhere to the Trust policies and procedures at all times.
- Responsible for the daily cashing up and arrange safe transportation of cash to the finance department.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

PERSON SPECIFICATION – CHEF	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Level 3 Food Hygiene qualification	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
KNOWLEDGE AND EXPERIENCE		
Previous experience of working in the catering industry.	*	
Previous experience of working within an educational setting.		*
Previous experience of leading and managing a team within a catering setting.	*	
Experience of managing stock control and ordering.	*	
PROFESSIONAL SKILLS		
Willingness to keep up to date with pertinent information and respond to feedback and pass on knowledge and good practice on to others.	*	

Willingness to develop knowledge of use of ICT and other specialist equipment/resources		*
Ability to act as a professional representative of the Trust with all stakeholders.	*	
Ability to respond to straightforward problems and unforeseen circumstances e.g. hazards and accidents. Understand when to escalate to the Junior Chef and Head Chef.	*	
Ability to prioritise and work under conflicting demands effectively.	*	
PERSONAL QUALITIES		
Confidence and independence.	*	
Ability to work unsupervised and independently understanding Trust roles and responsibilities and your own position within these.	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner and works effectively as a team.	*	
Good time management skills.	*	
Willingness to work flexibly and change working practices in response to quality and review activities and the changing needs of the Trust.	*	
Commitment to Equal Opportunities.	*	
Willingness to work within the Christian framework of the Trust.	*	
Possess or must be willing to train for the 'First Aid at Work' qualification as requested.	*	
Ability to travel between multiple sites as required.	*	
Enhanced DBS to be undertaken on appointment.	*	

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.