



Guru Nanak Sikh Multi Academy Trust

“We are here to help our students acquire skills and knowledge to achieve what they aspire to do.”

Aspire ~ Acquire ~ Achieve

Guru Nanak Sikh Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description

Assistant Chef & Catering Administrator

Line Manager: Catering Manager

Job Description

Purpose of job:

We are seeking a dedicated and enthusiastic Assistant Chef & Administrator to join our school kitchen team. The successful candidate will assist in preparing and serving nutritious meals for students and staff, ensuring high standards of hygiene, food safety, and efficiency in the kitchen. This role is ideal for someone who enjoys working in a dynamic school environment and has a passion for preparing healthy, child-friendly meals.

Responsibilities and Tasks

Key Responsibilities:

- Assist the Head Chef in preparing and cooking meals according to the school menu and dietary requirements.
- Ensure all food is cooked and served on time while maintaining quality and portion control.
- Support in planning and preparing special dietary meals for students with allergies or specific dietary needs.
- Maintain high standards of cleanliness and hygiene in the kitchen, ensuring compliance with food safety regulations.
- To ensure cleaning schedules are carried out.
- To ensure all kitchen equipment is maintained in good condition and any faults are reported to the relevant School.
- Assist in receiving, checking, and storing deliveries properly.
- Operate kitchen equipment safely and report any maintenance issues.
- Help in washing up, cleaning, and tidying the kitchen and dining areas after service.
- Follow school policies and procedures related to health and safety, safeguarding, and food hygiene.
- Work collaboratively with other kitchen staff and contribute to a positive team environment.
- Participating in meetings with other school staff and stakeholders and contributing where necessary.

Administration:

- To undertake financial and administrative tasks associated with ordering food and sundries, including ensuring all recipes are costed.
- To monitor, control and reduce waste and work with the kitchen teams and pupil representatives to reduce waste wherever possible.
- To regularly review and negotiate with Suppliers to ensure that the schools are paying the best price for food and sundry purchases.
- To conduct stock takes on a monthly basis and on request.
- To report any complaints or incidents to the relevant SLT.
- To write a seasonal menu cycle, engaging with pupils, parents and staff to shape this, at all in times in accordance with the school food standards.
- To ensure that accurate records of all of the legally defined allergens are kept

Requirements:

- Previous experience in a school kitchen, catering, or similar food service role is desirable.
- Basic food hygiene certification (or willingness to obtain one).
- Knowledge of food safety standards and regulations.
- Ability to work efficiently in a fast-paced environment.
- Good teamwork and communication skills.
- A positive attitude and willingness to learn.
- Flexibility to adapt to changing menus and dietary requirements.

General

- To undertake any other duties commensurate with the post as may be required by your line manager or the Principal.

Equal Opportunities

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.

Health & Safety

- In addition to the specific responsibilities of this post, every member of staff at Guru Nanak Multi Academy Trust will commit to:
- Ensuring that the Academy's policies and procedures, in relation to the role, on health and safety are met
- Taking responsibility for all risk assessments and establishing and managing a proactive Health and Safety Service throughout the Academy, in relation to the role.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.



Person Specification

Assistant Chef & Catering Administrator

1. Qualifications & Training	Essential	Desirable
Must have a high standard of spoken English; all communication with candidates in the examination hall is verbal	✓	
Basic Food Hygiene Certificate (or willingness to obtain one)	✓	
Knowledge of food safety regulations and best practices.	✓	
NVQ Level 2 or equivalent qualification in Catering, Food Preparation, or Hospitality.		✓
Allergen Awareness training.		✓
First Aid or Health & Safety training.		✓
2. Experience	Essential	Desirable
Experience in food preparation and cooking in a commercial or school kitchen setting.	✓	
Knowledge of portion control and meal planning.	✓	
Experience working as part of a team in a fast-paced environment.	✓	
Experience working in a school, healthcare, or childcare catering environment.		✓
Knowledge of preparing meals for children with dietary requirements or allergies.		✓
3. Skills & Abilities	Essential	Desirable
Ability to assist in meal preparation, cooking, and serving food efficiently.	✓	
Good understanding of food hygiene, health, and safety regulations.	✓	
Ability to follow recipes, portion guidelines, and menu plans.	✓	
Good organizational and time-management skills.	✓	
Ability to work effectively as part of a team and support colleagues when needed.	✓	
Ability to maintain a clean and hygienic working environment.	✓	
Ability to adapt to menu changes and special dietary needs.	✓	✓
Basic stock management and ordering skills.		✓
4. Personal Attributes	Essential	Desirable
Friendly and approachable, with a positive attitude.		
Enthusiastic about preparing nutritious meals for children.	✓	
Reliable and punctual with a strong work ethic.	✓	
Willingness to learn and take on new responsibilities.	✓	
Flexible and adaptable to the needs of the school and kitchen.	✓	
5. Other Requirements	Essential	Desirable
Commitment to safeguarding and promoting the welfare of children.	✓	
Willingness to undergo an enhanced DBS check (Disclosure and Barring Service) if required.	✓	
Ability to work within the school's values, policies, and procedures.	✓	

