



CHULMLEIGH COLLEGE

CHULMLEIGH  
ACADEMY TRUST



# ACADEMY KITCHEN MANAGER

## *Candidate Pack*

***Closing date: Wednesday 1st March 2023 10am***

***Interview date: Thursday 9th March 2023***

**COMPASSION AMBITION TEAMWORK**



# About Our School

**C**hulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

As a school we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We offer a broad and rich curriculum, enhanced by excellent extra-curricular activities; our outdoor education in the form of Ten Tors and Duke of Edinburgh is particularly strong. As well as having high academic achievement, we also have a proud record in sport, music, drama and art.

Our pupils read an astonishing amount of literature and develop themselves by making the most of the array of opportunities available. This is all possible because teaching and support staff create the best opportunities for our pupils. We are very proud of our team, who work hard to make our school a happy place where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.

Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid Devon border. It lies near the banks of the Little River Dart, and is surrounded by rolling hills,

woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is in a beautiful part of the county and is easily accessible from all other areas.



## Our Values

### Every child matters

We are child-centred. The learning and progress of every child is of ultimate importance to us.

We adopt a holistic approach to education valuing academic and personal and social development.

### Positive relationships

To learn and work together we consider positive relationships, which demonstrate respect and empathy and contribute to outstanding outcomes and community cohesion.

### Improving life chances through learning and achievement

We know and understand that education contributes significantly to the future life chances of young people. We aim to give all young people a good educational base that enables them to make future options in their life and career pathways.

### Integrity

We consider integrity to be a fundamental basis on which we can provide outstanding education. Integrity permeates our culture and offers a moral framework. We aim for unity and consistency and to act with genuineness.

### Feeling safe

Every person in our schools has the right to feel safe. We know when pupils feel safe, they learn better and are happier.

We do not tolerate bullying.

# WE GIVE NOTHING BUT OUR BEST

# The Chulmleigh Academy Trust Catering Department

We are looking for an enthusiastic, well organised Chef/Kitchen Manager, with a passion for creating healthy, nutritious food, to lead the catering team at Chulmleigh Academy Trust.

The dedicated dining areas are set over two floors, with a modern fully fitted commercial kitchen on the ground floor, and a well-established catering team. You will be at the heart of a very exciting journey, managing the development and implementation of an industry-leading fresh food service provision, with quality at the forefront and the health and nutritional benefits for the pupils paramount.

The school offers:

- A mid-morning break with a 'grab and go' offer.
- A traditional lunch service offering hot food on the ground floor and 'grab and go' elements on the first floor, including a fresh salad station, pasta bar and hot and cold food items.
- The kitchen also provides primary school meals to three sites within the Trust.

You will be working in collaboration with Goosemoor Educatering, to create a unique dining experience ensuring the pupils have access to dishes and flavours from around the world, using bespoke recipes.

Educatering is a one-stop managed catering provision for in-house kitchens, with a focus on restaurant quality meals, using locally sourced products, within a complete wrap around operations and compliance system, including training and development. This allows the Kitchen Manager



to focus on producing restaurant quality food and delivering the food service experience to the Trust community.

## JOB DESCRIPTION

**Job Title:** Academy Kitchen Manager

**Status:** Grade E, Permanent, Full Time.

**Start date:** ASAP



## Job Purpose (including main duties and responsibilities)

To lead in the cooking and serving of food to pupils and staff within the Trust, in order to maximise the quality and efficiency of the service, providing customer satisfaction at all times.

To have overall responsibility for the day-to-day running of the kitchen.

### MAIN ACCOUNTABILITIES

To comply with all aspects of the Health and Safety at Work Act 1974, the Food Safety Act 2006, the Food Safety and Hygiene Regulations 2013 and all other relevant

legislation.

Manage the daily provision of a catering service to the standard required, for pupils and staff across the Trust.

Be aware of, and comply with, all procedures set down in the site operations manual and to work within the Trust's budget.

Produce healthy, nutritionally balanced and tasty meals and promote and encourage healthy food choices.

To always provide excellent customer service.

**COMPASSION** **AMBITION** **TEAMWORK**



### RESPONSIBILITY FOR RESOURCES

- Day to day care of catering equipment.
- Use and storage of chemicals, cleaning equipment and personal protective equipment.
- Food and disposable of items of stock, and rotation of food stock items.



### JOB ACTIVITIES

- Day to day preparation and cooking of food to agreed standards and procedures.
- Responsible for the delegation of duties to catering staff, being the initial point of contact for any concerns arising from catering staff.
- Escalate any staffing issues to the Line Manager as necessary.
- Provide catering outside the normal working day, as and when required.
- Provide induction and on-job training to staff in the kitchen environment.
- Complete all kitchen documentation on daily, monthly and annual basis as the procedures set out in the site operations manual.
- Temperature test of food and record results.
- Complete monthly financial documentation and stock taking.
- Ensure the kitchen is a hygienic environment.
- Ordering of food and materials.
- Maintain good communications with school staff and pupils, with day-to-day requests, queries and comments.
- To actively promote the service to attract the maximum number of customers.
- Reporting any building or equipment faults to either the Line Manager or Caretaker.



**This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.**

### LOCATION

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.



**WE GIVE NOTHING BUT OUR BEST**

# COMPASSION AMBITION TEAMWORK

## Academy Kitchen Manager

	ESSENTIAL	DESIRABLE	EVIDENCE
<b>Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• City and Guilds 706 part 1 and part 2 or NVQ equivalent</li> <li>• Relevant training in operating a commercial catering kitchen</li> <li>• Relevant health and safety awareness training</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Food Hygiene Certificate</li> </ul>	Application form Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Good range of cooking skills</li> <li>• Proven track record and practical experience of large-scale catering and large-scale food production</li> <li>• Practical experience of operating a large-scale commercial catering kitchen</li> <li>• Knowledge of HACCP</li> <li>• Knowledge of COSSH</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Manual Handling in the catering environment</li> <li>• Knowledge of school meals service</li> <li>• Knowledge of nutritional requirements of school aged children</li> </ul>	Application form References
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Administrative skills relating to stock taking tasks</li> <li>• Good numeracy and literacy skills</li> <li>• Ability to follow guidance set out in the operational manuals</li> <li>• Ability to manage a team effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to input financial data accurately using Trust procedures and documentation</li> </ul>	Interview References
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to communicate at all levels both verbal and written</li> <li>• Commitment to the Trust's Equal Opportunities Policy</li> <li>• Demonstrate high standards of personal hygiene and appearance</li> <li>• Resilient and able to work to deadlines</li> <li>• Well organised</li> <li>• Able to work off own initiative</li> <li>• Ability to work and contribute to the team</li> </ul>		Interview References

WE GIVE NOTHING BUT OUR BEST

# COMPASSION AMBITION TEAMWORK

## How to Apply

Please complete the online application form available [here](#).

A tour of the College will be arranged as part of the interview process.

**Status: Grade E, Permanent, Full Time.**

**Closing date: 1<sup>st</sup> March 2023**

**Interview date: 9<sup>th</sup> March 2023**

**Start date: March/April 2023**

If you have any questions please email: [personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk) or call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA

