

HEAD CHEF/CATERING MANAGER: JOB DESCRIPTION

Key responsibilities of the post:

- To deliver a first class, fresh and nutritious food offer and service to all customers
- To manage the day-to-day food production and lead the department

Specific tasks to achieve the above:

Service quality

- To deliver a consistently high standard of food
- To plan and delegate the workload in the most efficient and effective way
- To follow the instructions and advice of the Catering Manager, such as ingredient content, production methodology and equipment use
- To contribute ideas towards innovating and developing the student menu
- To pass any comments or feedback from customers onto the management team

Production and craft

- To deliver LAE's vision for a street food offering to its customers
- To ensure that all production methods employed in the kitchen represent best practice
- To deliver the menus and inspire the team to develop their skills with menu engineering
- Accurately record production numbers and waste at each meal
- To ensure all food is presented to have maximum retail appeal and is delivered with vision and flare
- Respond positively and pro-actively to customer feedback

Team working

- To manage the Catering team,
- To train and support the team's professional development as may be required from time to time and act as a role model of professional and behavioural standards
- To work at all times with consideration for the safety and wellbeing of colleagues
- To work flexibly and enthusiastically to lead the team during periods of intense activity and in providing a catering service at events

Financial

- To check and file delivery notes and monitor the quantity and quality of products received, reporting irregularities to the management team

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in the Sunday Times Schools of the Year Awards 2015/16.

London Academy of Excellence, Broadway House, 322 High Street, Stratford, E15 1AJ
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- To minimise resource wastage, including food, disposables and energy, and assist in keeping production records to support this objective
- To undertake stock management and control, ensuring appropriate levels of stock are maintained

Health & Safety

- To maintain food safety and hygiene systems and general risk controls, ensuring compliance with current and future legislation in accordance with the department's processes and utilizing up-to-date knowledge
- To ensure that customer food allergies and intolerances are catered for and that food contamination risks in production and service are minimised or eliminated where possible through compliance with policies and training received
- To partake in ongoing, daily and periodic cleaning activities
- To comply with LAE Stratford's Health and Safety policy
- To operate and ensure all equipment safely in accordance with training. Reporting any damage or irregularity with work practices, equipment, fixtures and fittings to the Site or Health and Safety personnel. Ensuring completion of maintenance of equipment within the Catering department

General responsibilities of an LAE Stratford member of staff:

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility

Additional responsibilities for all support staff:

- Leading or supervising sports, volunteering and arts sessions as part of the school's weekly enrichment programme

Other clauses:

- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly may be subject to modification or amendment at any time after consultation with the holder of the post

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- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Business Director
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties
- The post holder may deal with sensitive material and should maintain confidentiality in all school related matters

Recruitment and Selection Policy Statement

The school's governing body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person specification

Essential Professional Criteria	How these will be confirmed
<p>Qualifications</p> <p>Recognised catering qualifications e.g. City and Guilds 701/2</p> <p>Level 3 food hygiene certificate</p>	<p>Sight of original exam certificates / academic qualifications will be requested</p>
<p>Knowledge and Experience</p> <p>Demonstrable experience of food production for large customer numbers</p> <p>Experience in retaining food hygiene and allergens records with an up-to-date knowledge of the current legal requirements</p> <p>Strong IT skills</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p>
<p>Personal Attributes and Qualities</p> <p>Able to remain calm when working under pressure</p> <p>Tidy, organised and methodical</p> <p>Strong communication and inter-personal skills</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p> <p>References will also ask about aspects of these</p>

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An interest in good food with the ability to produce and present food	
Desirable professional criteria	How these will be confirmed
Qualifications Management or supervisory qualification	Sight of original exam certificates / academic qualifications will be requested
Knowledge and experience Experience of working in a school kitchen Experience of retail production	There will be opportunities at interview to discuss experiences and examples that demonstrate these

Terms and conditions

Salary

Grade 9

Reporting to

Business Director

Location

London Academy of Excellence, Stratford, London

Type of position

This is a permanent position working full-time hours, term-time only.

Hours

Normal working hours for this role are 40 hours per week from Monday to Friday (hours to be confirmed), term-time only. There is a need to be flexible about hours in order to carry out the duties and responsibilities effectively. Evening and weekend working may sometimes be required, especially when an event is running and these hours must be agreed in advance with your line manager; overtime pay at the standard rate or time off in lieu may be given at your line manager's discretion.

Holidays

The salary includes an element for 25 days' paid holiday entitlement plus bank holidays which are to be taken during the school holidays.

The London Academy of Excellence Stratford is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

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