

Kitchen Manager (level 5)

Reporting to:	Facilities and Services Manager
Direct Reports:	Kitchen Assistants
Level:	PCD5 plus JWC = £26403 full time equivalent £21,378.69 per year actual salary
Contract:	39 weeks, 35 hours a week – term time only plus 1 week equivalent hours spread throughout the school holidays for deep cleaning.

Job Purpose and Responsibilities

To provide a high quality catering services which supports the wellbeing of students and staff, including those schools for whom we provide delivered meals, and meeting school catering and health and safety standards

Key Deliverables and Accountabilities

- **Organisational**
 - Oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
 - Plan varied and nutritious menus that appeal to students, parents and stakeholders of other schools
 - Comply with current Food Safety legislation and ensure compliance with all health and safety policies and procedures
 - Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
 - Ensure safe use of equipment and materials
 - Operate everyday equipment in accordance with instructions
 - Make daily quality and safety checks on equipment
 - Monitor and manage stock and supplies including managing stocks to prevent shortages or excess supply, cataloguing as required and ensure their hygienic storage in accordance with catering standards
 - Ensure catering budget is adhered to
 - Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with catering standards
 - Manage and monitor informal contracts with the suppliers of food and cleaning materials
 - Make daily quality and safety checks on equipment
 - Demonstrate and assist others in safe and effective use of specialist equipment and materials
 - Direct other staff in cooking activities
 - Organise cooking routines to comply with specified standard
 - Train new staff in Health, Safety and food hygiene issues as appropriate
 - Ensure effective portion control and minimise wastage
 - Design menus and calculate costings
 - Supervise and direct other staff including allocation of duties and work rotas
 - Ensure the security of the kitchen, associated stores and surrounds

Operational

- Present food in a way that is attractive and encourages healthier choices
- Supervise the preparation of ingredients for meals
- Organise and supervise food service, to include transportation of meals if required
- Undertake skilled cooking activities connected to a full range of menu provision
- Decant and or serve and in own school servery
- Safely and securely pack food for transportation to other schools, ensuring temperatures are maintained during transportation
- Oversee the preparation of healthy, nutritionally balanced menus that meet the Government's national nutritional standards for school lunches
- Ensure that clean and dirty processes are kept separate
- Ensure that cooked and raw foods are kept separate during the preparation, cooking and serving process
- Operate tills and check the float if required
- Reconcile daily income and bank cash weekly, recording and reporting totals to the Finance Office on a weekly / monthly basis

Resources

- Ensure the maintenance of a clean and orderly working environment
- Prepare routine equipment in a timely and accurate manner as set out in the instructions
- Order and record all ingredients used and take stock
- Refill and replace consumables
- Undertake basic record keeping as required by "Safer Food, Better Business"
- Ensure the safe and appropriate use of kitchen equipment in accordance with risk assessments and operating manuals
- Report faulty equipment and other maintenance requirements to the appropriate person
- Ensure that all catering staff adhere to proper hygiene and other procedures, including wearing the correct uniform
- Ensure that lights and other equipment a switched off as appropriate
- Comply with school security arrangements, i.e. securing entrances and exits as appropriate and reporting potential security breaches
- Actively promote the school meals service to parents and pupils to increase awareness of healthy eating and the uptake of healthy school meals, i.e. attendance at parents' evenings
- Obtain materials by local purchase ensuring cost and quality standards are met
- Assist in the recruitment and selection of catering staff
- Carry out induction and training for new staff members

Responsibilities

- Manage kitchen staff including the replacement cover for staff on sick leave, training etc, in accordance with the school's procedure
- Ensure that all meals and drinks served comply with current legislation and/or guidelines as well as the whole school food policy
- Attend relevant meetings as required

- Ensure that the price of meals is acceptable to the school and parents/carers
- Participate in training and other learning activities as required
- Ensure that the minimum amounts (as specified by the school) of local and organic produce are used
- Ensure that catering staff are fully trained to deliver the required service and promote balanced eating
- Take responsibility for liaising with stakeholders within the schools we cater for to ensure a whole school approach to the delivery of school meals, including working with external parties, school councils, teachers and students to seek input and feedback in relation to the dining environment and catering provision
- Have an awareness of and comply with policies and procedures relating to child protection, health & safety, confidentiality and security, reporting all concerns to an appropriate person
- Ensure that the school, parents and pupils are involved in menu planning

Person Specification

	Essential	Desirable
Qualifications / Training / Competencies	<p>Relevant NVQ3 or equivalent in relevant discipline</p> <p>Good numeracy and literacy skills</p> <p>Food hygiene certificate</p>	<p>Wiling to undertake further training as required to develop skills and competency</p>
Relevant experience and knowledge	<p>Experience of supervising or managing a commercial or industrial kitchen or catering establishment</p> <p>Experience of relating well to people at all levels</p> <p>Experience of preparing health and nutritionally balanced menus and a wide knowledge of culinary production and strong culinary skills</p> <p>Full working knowledge of relevant policies / codes of practice and awareness of relevant legislation including relating to child protection, health and safety, safe food production, confidentiality and security</p> <p>Experience of managing a team</p> <p>Experience of record keeping</p> <p>Awareness of health and hygiene procedures</p> <p>Knowledge of moving and handling procedures</p> <p>Ability to work as part of a team</p> <p>Willingness and ability to use relevant equipment and machinery safely</p>	<p>Experience of maintaining specialist equipment</p> <p>Experience of obtaining materials by local purchase</p>

This job description may be amended at any time in consultation with the postholder.