

## JOB DESCRIPTION

<b>POST TITLE:</b> Chef Manager	<b>Salary:</b> Grade 3 (NJC points 9-22)
<b>RESPONSIBLE TO:</b> Catering Operations Manager	<b>Hours:</b> the role may be full/time (37 hours) or part-time, term time only (including INSET days)

### Key liaisons:

- Catering Team members
- School Leaders/staff
- Pupils / Students
- Support Services Teams
- External Stakeholders

### Location:

The role will be part of the Trust Central Services team and is based at a school site within the Trust. Occasional travel to another school may be required.

### Job Purpose:

To organise and supervise the unit in accordance with and to the standards required by ATLP and statutory Regulations. To be responsible for the overall efficient and effective management of the unit under their control providing a quality service. Responsible for the preparation, cooking and service of food to agreed standards and specification. To ensure the efficient and economic use is made of all resources, including stock, team members and company assets. You will lead, develop and motivate your team, in order to create a positive work culture and ensure all objectives are met.

Ensure Trust policies, processes and procedures are followed at all times, ensure high quality service delivery is maintained at all times and work effectively with all internal and external stakeholders.

### KEY RESPONSIBILITIES

- To train and teach the team to prepare and serve healthy and appetising meals that help to attract additional customers and increase the overall uptake of school meals, including free school meals.
- To generally manage and oversee the provision of catering services within an agreed budget within the existing and proposed schools.
- To ensure a prompt and professional response to any reasonable school/ Trust request.
- To respect and ensure staff respect the school's rules, maintaining operational standards at all times.
- To support schools and contracts in the provision of catering services within an agreed budget within the existing and proposed schools.
- Ensure compliance with Health & Safety legislation and all practices and procedures
- are conducted in a way that meets the relevant requirements for the wellbeing of others.
- To complete any other reasonable task as requested by the school/Trust.

**OPERATION:**

- To ensure the offer of compliant, nutritionally analysed menus that are carefully prepared and appropriate in balance colour, content, style and cost.
- To provide pupils, staff and guests with quality wholesome meals and snacks.
- To ensure staffing levels are adequate to cover the required workload and within budgeted constraints.
- To personally “Walk the Site” during visits and undertake random and scheduled quality checks.
- To measure own performances against the set KPI’s.
- To organise and or provide training according to the training plan.
- To oversee the administration of the bookkeeping system and report the weekly financial performance to the Catering Operations manager.
- To ensure that all operations are compliant with legislation.
- To liaise with relevant staff to achieve operational objectives.
- To help raise the profile of nutritious school food with the pupils and staff.
- To use all the marketing tools available each half term.

**THE FOOD OFFER:**

- To ensure the whole food offer meets the standards of the government guidelines following the School Food Plan.
- To help raise the profile of nutritious school food with the pupils and staff.
- To ensure all meals are served according to the recipes and budget provided.
- To ensure all meals are served according to the recipes and allergen information is available to all the kitchen team.
- Advise Catering Operations Manager of potential areas of growth/development for the service.
- Support events in school with a view to promoting the service and/or raising the profile within the schools

**CATERING STAFF:**

- To be responsible for motivating; inducting, training, supporting, organising and delegating.
- Identifying key areas where development is needed, planning & executing the delivery of development.
- To hold weekly team meetings with the purpose of ensuring operational objectives and targets are progressed and met.
- To ensure that all staff are presentable, professional and representing the image of the school always.
- To ensure all appropriate information is communicated and cascaded to the teams.
- To provide management cover during sickness and holidays.
- To complete any training sessions requested by the school/Trust.

**BUDGETS:**

- To perform inventory checks and completes food stock takes. To control all aspects of stock control including stock takes and delivery monitoring.
- To ensure all meals are served according to the recipes and budget provided.
- To ensure that the stock and cash are accurately recorded daily and kept within agreed financial targets to control and monitor all areas of expense to ensure achievement of the budget. To ensure procedures for accurate receiving, appropriate storing and security of all goods are in operation.
- To spot check finance/control procedures periodically.
- To assist in the monthly finance reporting to the Catering Operations Manager.
- To ensure payroll reflects budget.

### **Safeguarding and Data Protection**

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the catering teams, ensuring they have regular statutory training.

### **Additional conditions**

- To promote the values, vision and aims of the Trust:
  - **One Trust:** Our focus is to improve the experience of every single child by working together & supporting each other across the partnership.
  - **Children lie at the heart of everything we do:** Your dedication to the pupils will show in everything you do.
  - **Together we are stronger** - You will work closely with your team, finding ways to collectively achieve success by sharing expertise, resources & support.
- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and leader and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with Trust policies and abide by them.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post and flexibility is therefore required.

## **Person Specification**

<b>Values/Behaviours - the actions and activities that people do which result in effective performance in a job</b>		
We take ownership		
We work collaboratively with others		
We embrace and demonstrate a commitment to the One Trust vision		
We demonstrate a positive can-do attitude at all times		
We are solution-focussed		
<b><u>Technical - the demonstration of specific skills, knowledge</u></b>		
Fluent in English with strong communication skills, both verbally and in writing with a range of stakeholders		
Ability to work flexibly, under pressure and to tight deadlines in line with the needs of the business while maintaining a positive attitude		
Ability to comply with legislation and follow all rules and regulations, particularly with regard to uniform, personal hygiene and health and safety		
Minimum of 2 years' catering experience		
Proven experience of leading and managing successful teams in a similar environment		
Experience of working within Health and Safety requirements and knowledge and experience of safe working practices		
<b><u>Ability - the aptitude or potential to perform to the required standard</u></b>		
The ability to use a computer and technology		
Strong financial acumen		
Takes pride in their work, personal appearance and hygiene and strives to deliver above and beyond expectations of management and customers/clients		
Highly self-motivated, confident, decisive and able to work with limited supervision		
<b><u>Qualifications</u></b>		
<ul style="list-style-type: none"> <li>NVQ Level 1 &amp; 2 or City &amp; Guilds 706/1 and 2 or equivalent</li> </ul>		
<ul style="list-style-type: none"> <li>Level 2 Food Hygiene certificate</li> </ul>		