

## **JOB DESCRIPTION**

<b>Job Title:</b>	Chef Manager
<b>Hours:</b>	Full time, Term time only
<b>Contract:</b>	Permanent
<b>Disclosure Level:</b>	Disclosure Barring Service – Enhanced Certificate
<b>Responsible to:</b>	Catering Area Support Manager
<b>Liaison with:</b>	Catering Team members, School Leaders/staff, Pupils/Students, Support Services Teams, External Stakeholders

### **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.

### **Main Duties and 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.

### **Conditions of Employment**

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

### **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 Science team, ensuring they follow safeguarding procedures.

### **Additional conditions**

- 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.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- 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 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 academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions



and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order  
<https://www.gov.uk/government/collections/dbs-filtering-guidance>

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.

**Person Specification: Chef Manager**

**Method of Assessment: AF – Application form**

**I – Interview**

CRITERIA		Essential/ Desirable	M.O.A.
<b>QUALIFICATION</b>	<ul style="list-style-type: none"> <li>NVQ Level 1 &amp; 2 or City &amp; Guilds 706/1 and 2 or equivalent</li> <li>Level 2 Food Hygiene certificate</li> </ul>	E  E	AF/ Certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Significant catering experience</li> <li>Proven experience of leading and managing successful teams in a similar environment</li> <li>Experience of working within Health and Safety requirements and knowledge and experience of safe working practices</li> <li>Ability to comply with legislation and follow all rules and regulations, particularly with regard to uniform, personal hygiene and health and safety</li> <li>Fluent in English with strong communication skills, both verbally and in writing with a range of stakeholders</li> <li>Experience of undertaking general tasks relevant to the post</li> </ul>	E E  E  E  E	AF, I AF, I  AF, I  AF, I  AF, I
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>The ability to use a computer and technology</li> <li>Strong financial acumen</li> <li>Takes pride in their work, personal appearance and hygiene and strives to deliver above and beyond expectations of management and customers/clients</li> <li>Highly self-motivated, confident, decisive and able to work with limited supervision</li> </ul>	E E E  E	AF/I AF/I I  I
<b>VALUES/ BEHAVIOURS</b>	<ul style="list-style-type: none"> <li>Committed to and able to promote the aims of the school and the values of the school and the Trust</li> <li>Willingness to share expertise, skills, and knowledge</li> <li>Takes pride in their work, personal appearance and hygiene and strives to deliver above and beyond expectations of management and customers/clients</li> </ul>	E  D  E	I  I  I
<b>CONTRA INDICATION</b>	<ul style="list-style-type: none"> <li>Positive Disclosure relating to young people or vulnerable adults</li> </ul>		