JOB DESCRIPTION

POST: Chef/Catering Manager

GRADE: Band E

HOURS: 37 hours per week, some evening/academy events, Term Time + 3 weeks

REPORTS TO: Principal/Assistant Principal

RESPONSIBLE FOR: All catering staff

WORK WITH: Catering Staff, Students, Senior Staff

Post Summary

To provide management of the catering facilities within the Academy to provide students, staff and visitors with value for money meals of a high standard.

Create a new and varied menu which will enhance and the lunchtime experience of all our students.

To play a lead role in the development of catering facilities.

Providing catering to support Extended School activities, Academy events and meetings.

To strive for the continual improvement of the quality of food and service.

To ensure compliance with the requirements of food hygiene regulations, Health and Safety, COSH regulations and risk management.

Duties and responsibilities: -

• To plan imaginative and healthy menus, which introduce students to a varied range of dishes using good quality produce.
• To line manage and deploy all catering staff to ensure the efficient organisation of the catering service.
• To source the best quality food within the given budget.
• Train staff to prepare and serve food to the highest standard.
• To develop an annual maintenance programme for all catering equipment in liaison with the Site Manager.
• To be and ensure that staff are professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness we would wish them to emulate.
• To be and ensure staff are friendly, helpful and welcoming to parents and others visiting the Academy.
• To ensure that all kitchen areas are clean and free from hazards.
• To ensure that all accidents and incidents are reported, including notifiable diseases.
• To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene and appearance.
• To ensure that any special dietary requirements for Academy staff and students are catered for.
• To ensure procedures and controls are in place for regular stock control checks.
• To order the correct levels of stock ensuring minimum stock wastage and maximum stock turnover.
• To report to the Finance Director on costs and income.
• To monitor prices and liaise with suppliers.

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder’s salary grade, abilities and aptitudes.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.