

Job Description

Position Title	Kitchen Manager Schools		
Location	Countess Wear Community School		
Reporting to	Headteacher and Business Manager		
Position Number(s)			
Grade	E		
Directorate/Section/School			
Effective date of JD	19/11/2015	JE Job Number	G.0964

Job Purpose including main duties and responsibilities:

You will uphold and promote the schools ethos and values at all times.

You will use your knowledge and experience of professional cooking and nutritional standards to provide an exciting and balanced menu.

You will produce high quality meals for the children of Countess Wear Community School.

You will support the school's commitment to developing positive and healthy lunchtimes, integrating the school's ethos and values, as part of our Healthy Lifestyles Action Plan. You will play a key role in implementing this plan and promoting healthy lunchtimes to all stakeholders.

You will work as part of a team, to support and encourage children to develop their understanding of the provenance of the foods that they eat, including foods that they have grown themselves in our Forest School, creating a link from garden to table.

You will manage the production of 'safe' food in a hygienic environment, providing customer satisfaction at all times, in all aspects of the service.

You will manage the catering budget for the school.

Main duties and responsibilities:

- Ensuring all aspects of relevant, current legislation are complied with, in relation to Health and Safety at Work, food safety regulations and in particular the requirement to identify, maintain and review food safety controls (HACCP etc) and COSHH.
- Managing catering staff, including their work schedules and rotas.
- Planning menus, in consultation with staff, pupils and parents
- Managing the dining service and creating a positive lunchtime experience for children.
- Identifying training requirements, including on the job training and induction.

- Direct management of and involvement in planning, production, cooking, cleaning, preparation of the dining room and service procedures.
- Providing catering for special functions.
- The provision of special dietary requirements as necessary and ensuring the menu meets national nutritional standards.
- Ensuring that at all times the serving area is well laid out.
- Ensuring that the correct type and quality of food is cooked to standard for all appropriate serving times, having due regard to quantity, temperature control, portion control and economic use of resources.
- Managing the catering budget.
- Being responsible for book-keeping, ordering of commodities from suppliers as authorised by senior management and passing for payment.
- Being responsible for receiving deliveries and ensuring the safe hygienic storage of commodities in the facilities provided, ensuring stock rotation and stock control.
- Being responsible for identifying premises defects and taking responsible action.
- Ensuring foods are made available when necessary in all authorised service areas.
- Working as part of a team in order to meet the aims and objectives of the establishment.

Person specification:

Attribute	Essential	Desirable
Management of people	<ul style="list-style-type: none"> ◦ Good leadership skills and qualities. 	<ul style="list-style-type: none"> ◦ Experience of managing a team.
Experience	<ul style="list-style-type: none"> ◦ Experience of working within the catering environment is essential. ◦ Experience of budgeting and managing costs is essential. 	<ul style="list-style-type: none"> ◦ Experience of managing a catering establishment.
Practical Skills	<ul style="list-style-type: none"> ◦ Experience of working within the catering environment is essential, food preparation, creation of menus and use of kitchen equipment. 	
Communication	<ul style="list-style-type: none"> ◦ Ability to work as part as a team, to communicate with children, parents and all staff members 	
Personal Qualities	<ul style="list-style-type: none"> ◦ Communicator, team worker, creative, decision maker and ability to work under pressure. 	
Strategic Thinking	<ul style="list-style-type: none"> ◦ Methodical approach to work showing in the ability to organise the kitchen, daily routine and stock control to maximum capacity. 	
Technology / IT Skills	<ul style="list-style-type: none"> ◦ Good IT skills to enable the production of menus and budgeting documentation 	
Education and Training	<ul style="list-style-type: none"> ◦ Health & Safety Food Hygiene certificate ◦ Knowledge of COSHH ◦ Level 3 (NVQ) /Level 3 Award or equivalent qualification relevant to catering 	<ul style="list-style-type: none"> ◦ First Aid certificate
Equal Opportunities	<ul style="list-style-type: none"> ◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 	
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 	

Please note; for assistance in completing the Person Spec please see the Recruitment Standards <http://staff.devon.gov.uk/recruitmentstandards2006>

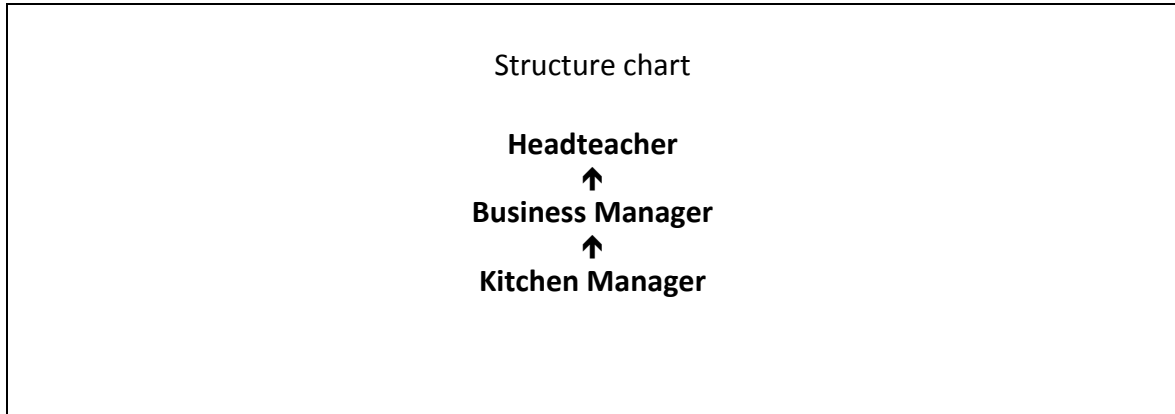
Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable		
Manual handling	Y	
Verbal / physical abuse		
Work equipment	Y	
Fire	Y	
Environmental	Y	
Isolation / lone-working		
Slips, trips & falls	Y	
Chemical	Y	
Working with Vulnerable persons		
Premises related		
Transport risks		
Working at heights		
Other		

Structure chart – to be sent in by the manager as additional information with the job description and person specification



This is the GLPC part of the Job Description and the manager needs to complete this giving careful consideration to the duties of the job

1. Supervision and Management:

Assistant Kitchen Manager: to assist the Kitchen Manager in all aspects of the day-to-day management of the unit, including planning, production, cooking, cleaning and service procedures, and to deputise in the absence of the Kitchen Manager.

Kitchen Assistant: To prepare the dining area and serve food, and to clean this area and kitchen after the lunch period has finished. To assist with the preparation of food in the absence of the Kitchen Manager, or the Assistant Kitchen Manager.

Carry out appraisals for kitchen assistants.

2. Creativity and Innovation:

Creating menus within a budget to specific dietary requirements ensuring national nutritional standards are met.

Creating menus is an important feature of this role, and there is scope for creativity for the post holder in terms of having freedom to create and amend the menus for the kitchen at their own discretion so long as it meets the requirements set out legally.

The jobholder also makes purchasing decisions and is responsible for organising the cleaning of the kitchen premises. The availability of guidelines and procedures are on hand in the kitchen's storage and updates are shared directly with the jobholder. Decisions on quality control are also the responsibility of the jobholder, which includes making decisions about the refusal of goods and the appropriate temperature for food to be served.

There is also the need to make decisions on the job when children are unhappy with the meal they have chosen and need something else to eat.

Using negotiation skills and sensitivity to deal with incidents arising from the interaction of SEBD pupils at breakfast and lunchtime. The incidents necessitate immediate decisions being made.

3. Links with other officers, Service users or Members of the Public:

Catering staff: daily interaction, passing on information and giving instructions and verbal supervision to ensure smooth running of the catering function.

Pupils: contact and communication with pupils who may be violent and/or verbally abusive and unresponsive to adult instruction. To avoid the escalation of outbursts between pupils, the contact must be handled sensitively bearing in mind their individual needs.

Staff: daily liaison to discuss menu choices and dietary requirements of staff and pupils. Communication with staff and Teaching Assistants regarding pupils' behaviour at mealtimes. Contact with administrative staff regarding administration of meals.

Suppliers: daily communication over the telephone and face-to-face with suppliers to ensure the delivery to deadline of correct, good quality supplies.

4. Levels of Responsibility:

Freedom to monitor the quality of goods delivered and to reject if appropriate.

Freedom to decide on items on the menu and accommodate individual needs within established national nutritional standards.

Freedom to take action within the framework of school policies and procedures, to minimise the effect and outcomes of difficult situations.

Freedom to develop own policy/procedure, within the ethos of the school, on the position and use of items in the dining room.

5. Effects of Decisions:

Managing the catering budget to guarantee there are sufficient funds to enable supplies to be ordered for every week of the academic year.

Monitoring the quality of goods, making sure inferior products are rejected to ensure good quality food is produced from the catering unit.

Meeting the requirements of special diets which, if not followed, could result in illness/allergic reaction of individuals or contravention of their religious/moral beliefs.

Developing a policy and procedure for placement of items in the dining room which, if not implemented, could result in injury to pupils and staff, and damage to premises.

6. Resources:

All kitchen equipment
Food, stock and cleaning materials
Main key holder for kitchen

7. Work Demands:

Noise from pupils
Challenging behaviour at mealtimes and when passing through dining room at any time of the day
Internal telephone calls
Telephone calls from suppliers
Visits from members of staff to discuss menu options
Arrival of deliveries
Ordering supplies in time to enable the adherence to the planned menu
Preparing breakfast and lunch to fit in with the timetabled sessions allowed for these activities
Clearing up after the day's meals within the specified timeframe
Occasional need to revise the menu depending on the quality of goods delivered
Daily need to change priorities after disruption by pupils at breakfast and lunchtime, or daily passing through the dining room. Extra food or water may need to be supplied, or additional cleaning or setting up of furniture

8. Physical Demands:

Standing all day preparing and serving food and washing dishes
Using kitchen machinery
General cleaning
Cleaning kitchen floor
Cleaning dining room floor
Moving large baking trays from oven
Moving tables and chairs
Retrieving stock items from outdoor shed
Emptying bins
Occasional use of PC to create menus and to review policies

9. Working Conditions:

Heat – constant heat from ovens, hotplates and hot water
Gloves worn to protect hands from hot water when washing up daily
Cold – retrieving stock from fridge/freezer
Moderate noise – noise from pupils, kitchen machinery and extractor fans
Vibration – food processor and potato peeler

10. Work Context:

Daily risk from:

Use of kitchen machinery – potato peeler, deep fat fryer, electric knife, ovens, hotplate, food processor
Slippery floors from spillage of liquids, fat, food
Hot water
Contact with pupils
Use of chemicals for cleaning.

11. Knowledge and Skills:

The role involves:

Food preparation
Preparing menus bearing in mind special diets
Use of machinery
Working in a team
Working methodically
Using chemicals
Cleaning
Communicating with other staff, pupils and outside agencies
Managing a budget
Ordering and receiving supplies
Handling money
Using negotiation and problem-solving skills
Understanding and following current legislation relating to food safety, food hygiene, health and safety and use of chemicals
Following guidelines regarding national nutritional standards
Operating a stock rotation and stock control system
Operating in difficult working conditions

The knowledge, skills and experience required include:

Health and Safety certificate
First Aid certificate or willingness to train
Knowledge of COSHH
Experience of food preparation in a catering unit setting
NVQ 3 or equivalent
Knife skills
Team worker
Demonstrable negotiation and problem solving skills
Methodical approach to work
Supportive of the ethos of the school
Communication skills
Good literacy and numeracy skills
Experience of managing a budget or willingness to attend training
Demonstrable knowledge of stock control and stock rotation
Experience of use of kitchen machinery in a catering unit setting
Experience of menu preparation

Job GLPC profile – to be completed by the J.E team

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

Signatures:

Job Description agreed by:

Line/Originating Manager: _____ **Date:** _____

Head of Service/Head teacher _____ **Date:** _____