

Kitchen Manager Job Description

School:	Bowhill Primary School
Salary Grade:	D – E (£24,702 - £31,364 depending on experience. Pay award pending)
Hours of Work:	40 hours per week (7am – 3pm Mon-Fri) 39 weeks a year (term time)
Title:	Kitchen Manager
Responsible to:	Headteacher

Main Purpose of Job

- Plan and manage the development of the schools catering provision for pupils, staff and special events within ELAT Primary Schools, providing an excellent service at all times.
- Day to day supervision of a small kitchen team.
- Responsible for the operational efficiency of the full catering service: planning, preparation, cooking and serving food in order to maximize the quantity and efficiency of the service, providing customer satisfaction at all times
- Maintenance of the highest standards of personnel management, hygiene and health & safety
- Ensure the school menu is compliant with the School Food Standards and agreed by the schools receiving this service ([School food standards practical guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk))

Main Duties and Responsibilities

Supervision/Management

- Ensure 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 the economic use of resources.
- Assist in the management of the catering budget.
- Comply with all aspects of the Health and Safety at Work Act 1974 and the Food Safety Act 1990 and all other relevant legislation for the catering provision in ELAT schools.
- Ensure the school menu is compliant with the School Food Standards and agreed by the schools receiving this service (School food standards practical guide - GOV.UK (www.gov.uk))
- Be responsible for identifying premises defects.
- To make menu changes when in circumstances of equipment failure or food deliveries not arriving on time
- To ensure food is the correct temperature before serving and recording of results daily
- To prepare dinners each day following the set menus and to prepare packed lunches for school trips or for individuals as required
- To be able to manage food to a set timescale and adapt as conditions require.
- Ensure the correct quantity & quality of food is delivered to satellite sites in a timely manner.
- Ensure dietary needs and allergies are adhered to and labelled appropriately.
- Liaise with teachers on any educational themed meals
- Support charity days for fundraising and liaise with the school council over the themes
- In exceptional circumstances to assist in providing catering during civil emergencies
- Day to day use of light and heavy catering equipment
- Removal of waste food to designated area

Stock/Suppliers

- To order food for the kitchen and manage stock rotation/control including monthly stock take and costings & all health and safety paperwork as required.
- To deal with suppliers to ensure food and goods are received correctly and on time
- Daily communication with suppliers to ensure delivery to deadline of correct, good quality supplies at the best prices.
- Monitor the quality of the goods delivered and reject if appropriate.

Cleaning

- To ensure that the cleaning schedule is complied with and carry out cleaning as required, including deep cleans termly (on non-pupil days).
- Appropriate use of chemicals, cleaning equipment and PPE

Health and Safety

- To report all accidents, unfit foods, faulty machinery and equipment to the Headteacher/Premises & Compliance Officer
- Ensure the kitchen is kept clean and clear at all sites
- Attend training sessions as required
- Supervise the training needs of the catering team
- Ensuring all opening and closing checks are undertaken daily and recorded
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To ensure appropriate use of all protective clothing (ie. Overalls, hats, gloves, footwear) as require by the task in hand
- To ensure food hygiene certificates are current and in place (Level 2/Level 3)
- To ensure allergen food hygiene certificates are current and in place

Team Leadership

- To hold regular team meetings/briefings with all catering staff and liaise with the Headteacher as required
- To be responsible for the immediate reporting of staff absences to the Headteacher, organise and provide cover within the catering provision, or provide cover yourself.
- To complete return to work forms and ascertain that staff are fit to return
- To support with the recruitment and induction of new members of the catering staff
- To ensure staff are correctly trained on health and safety, including correct use of equipment and complete training records
- To monitor staff performance, providing training and development as necessary
- To participate in the professional growth strategy meetings of catering staff
- To be involved in the discipline of staff in accordance with the school policy

Other

- Assist with the transportation of food to other schools - FULL UK DRIVING LICENSE & VEHICLE ESSENTIAL.
- To take all necessary steps to ensure maximum security of kitchen supplies, equipment and monies
- To undertake the appropriate promotion and marketing of the catering service
- To identify and recommend improvements and cost savings to the benefit of the school
- Be able to make decisions on the job for example when a child is unhappy with the meal they have chosen and need something else to eat.
- Schools are a dynamic and ever changing environment with daily adaptations need in order to best support pupils. Therefore the kitchen manager is expected to be able to adapt to situations as they arise, be flexible and prioritise workload effectively.
- The above duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Support the school by

- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy
- The post holder is responsible for his/her own self-development on a continuous basis.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Attending relevant meetings as required
- Participating in training and other learning activities and performance development as required

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

At ELAT we expect staff to model the behaviours of a professional at all times.

Name: (Printed)	
Signed:	
Date:	

Person Specification

Attribute	Essential	Desirable	Method Of Assessment
Education & Training	<ul style="list-style-type: none"> Health & Safety Food Hygiene certificate. Relevant NVQ Level 3 or equivalent 	First Aid Knowledge of COSHH	Evidence / Certificates Willingness to attend further training
Management of people		Some management experience	Previous work experience
Experience	Experience working within catering		Previous work experience
Practical Skills	<ul style="list-style-type: none"> Experience of working within catering. Food preparation. Creation of menus. Use of kitchen equipment Full UK driving license and vehicle 		Previous work experience
Communication	<ul style="list-style-type: none"> Ability to work as part of a team. Ability to communicate with children, parents and all staff members 		Previous work experience Demonstrate at interview
Personal Qualities	<ul style="list-style-type: none"> Excellent communicator. Team worker. Creative Decision maker. Able to work under pressure. 		Previous work experience Demonstrate at interview
Strategic Thinking	Methodical approach to work showing in the ability to organise the kitchen, daily routine and stock control to max capacity.		Demonstrate at interview
Technology / IT		Good IT Skills	Demonstrate at interview
Equal Opportunities	Devon County Council and it's staff have a Statutory obligation to implement anti- discriminatory and equal opportunities when carrying out their duties		Demonstrate at interview
Physical	Able to carry out the duties of the post with reasonable adjustment where necessary		OH1