

## JOB DESCRIPTION

Job Title	Assistant Kitchen Manager
Responsible to	Kitchen Manager
Responsible for	Kitchen Assistants

### Job Purpose:

- To provide a quality service to Academy pupils and staff within financial and operational guidelines and ensure that a high standard of kitchen hygiene is maintained whilst supervising Kitchen Assistants.

### Key Accountabilities:

This will involve:

#### Decision Making

- Deciding on ordering, costing, stock and portion control in association with management.
- The keeping of various stock records related to the duties of the post.

#### Catering Duties

- The cooking of traditional and light meals.
- Serving children and Academy staff.
- Ensuring our allergy process is followed.
- Providing catering for Academy functions as requested.
- Attending training sessions/staff briefings as required, possibly outside usual working day.
- Ensuring Health & safety and Food Hygiene regulations are implemented.
- Communication with Academy admin staff, dinner supervisors and Head Teachers.
- Promoting the service in the Academy/Trust and participating in special events.

#### Management Duties

- Ordering, costing, stock and portion control.
- Simple bookkeeping, record keeping and end of term stocktaking.
- Supporting the Kitchen Manager with the daily allergen talks.
- Support the Kitchen Manager in the training Kitchen Assistants in good procedures.
- Support the Kitchen Manager with the supervision of kitchen staff.
- Support the Kitchen Manager in planning & implement catering rotas.
- Working with the Catering Managers to ensure playground taster sessions and parents evening taster sessions take place on a regular basis

#### Customer Care

- Able to demonstrate a commitment to the Trust's Customer Care Policy

#### To Contribute as an effective and Collaborative members of the Catering Team

- To participate in training to be able to demonstrate competence.
- Participating in the ongoing development, implementation and monitoring of the service plans.

- Championing the professional integrity of the Trust
- Supporting Customer Focus, Best Value and electronic management of processes.

### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

Job Title: **STEP Assistant Kitchen Manager**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
Experience of catering	√		√	√	
Previously managed, assisted or deputised own unit.		√	√	√	
Experience of training staff in basic kitchen skills.		√	√	√	
<b>Knowledge &amp; Understanding</b>					
Knowledge of basic food preparation including methods, portions, stock rotation and ordering.	√		√	√	
<b>Skills &amp; Abilities</b>					
Ability to read and implement instructions, such as Health & safety and Food Hygiene regulations.	√			√	
Ability to complete simple financial forms.		√	√	√	
Able to use and clean machinery and light equipment.		√	√	√	
Demonstrate a willingness and enthusiasm for training and progression.	√		√	√	
Able to encourage children to select a balanced meal.	√		√	√	
Able to communicate with all kitchen, Academy staff and pupils.	√		√	√	
Able to train staff in basic kitchen skills.	√		√	√	
Able to work on own and within a team.	√		√	√	
Able to lead and motivate staff	√		√	√	
Display a commitment to the Trust's equalities policies.	√			√	
Display and maintain a high standard of personal hygiene.	√			√	
Work effectively in a busy and hectic environment.	√		√	√	
<b>Personal Skills and Attributes</b>					
Enhanced DBS check required.	√				
Willing to work occasional additional hours and at other sites within the Trust when requested.	√			√	