



Midsomer Norton
Schools Partnership

Home school: Writhlington School
Job Title: Chef Hub Manager

Responsible to: Trust Head of Catering/Catering Operations Manager

Key Tasks & Responsibilities

Line Management & Staff Supervision

- Provide direct, day-to-day supervision, guidance and task allocation for the kitchen and catering team.
- Conduct probationary reviews for new staff, establishing performance objectives, monitoring progress, and providing formal feedback.
- Perform return-to-work interviews following sickness or unplanned absence, completing all relevant documentation and ensuring appropriate staff welfare support.
- Contribute to the ongoing professional development of catering staff, setting objectives and delivering training to ensure maximum effectiveness, efficiency and service quality.

Multi-School Food Production & Service Management

- Oversee the daily preparation, cooking and dispatch of high-quality meals supplied to other local schools as well as the central school unit.
- Prepare, cook, and produce an imaginative, nutritionally balanced range of dishes across all sites.
- Manage the organisation and supervision of food service areas, ensuring high standards of customer service and food presentation.
- Manage the cashless catering system,
- Catering Strategy, Menus & Nutrition
- Assist with the development and delivery of a catering strategy that meets the standards and requirements of the Food for Life Partnership Scheme.
- Assist with menu planning, portion control and nutritional analysis, accommodating special dietary requirements, allergies and specific preferences of service users.

Health, Safety & Compliance

- Manage daily health and safety routines to ensure full compliance with statutory requirements, including HACCP and COSHH regulations.
- Maintain a clean, hygienic, and safe working environment across all preparation, storage and service areas.

Stock Control & Financial Management

- Work within statutory guidelines and the Trust's allocated financial budget.
- Order all food and catering supplies exclusively from nominated suppliers as agreed with the Trust Head of Catering to maintain strict budget control.
- Maintain, rotate and record adequate stock levels and supplies effectively.
- Complete monthly physical stock takes and reconcile records.

School Support & General

- To attend all department meetings and relevant staff meetings
- To attend all training courses as directed by the Trust Head of Catering
- To participate in the School's Performance Management Review process and make use of professional development opportunities.
- To play an active and positive role.
- To familiarise yourself with the working practices of the Department.
- To maintain confidentiality according to organisation and legal requirements.
- To be aware of equal opportunities policies and principles and health & safety regulations
- The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

Physical Effort

- The postholder will be expected to undertake bending, lifting, pushing, pulling and stretching in the course of their duties

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.

Personal Specification

It is expected that the successful candidate would possess the following attributes:

Essential
Working at Head Chef level with a minimum of 2 years' experience
Hold relevant catering qualifications (City and Guilds 706/1 & 2 or NVQ Level 2 or 3)
Up to date knowledge of Health and Safety pertaining to catering, including COSHH
Have a strong knowledge of nutrition and dietary requirements
Can carry out risk assessments and use safe working procedures
Efficient stock control management
Be financially aware with the ability to manage budgets and costs
Commitment to high standards
Excellent communication and organisational skills
Can successfully supervise a team
Confident in using a Chrome book
Can identify strengths and weaknesses in the team
Approachable manner
Extremely well-organised
Resilient and calm under pressure
Ability to undertake bending and lifting in the course of duties e.g. lifting trays of food in and out of the oven and the service area, moving food stores following deliveries and moving tables, chairs and trolleys.
Develops good working relationships with the wider School community
Communicates well with children and young people and in particular be prepared to demonstrate: • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people
Commitment to the ethos and vision of the School
Desirable

Good general education including English and Mathematics to GCSE Level or equivalent
Hold a valid food hygiene certificate at level 3

Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.