

Post Title	Chef Manager
School / Organisation	Govindas – Avanti Hall School
Location	Exeter
Grade	£14 per hour
Hours	37.5 hours per week
Contract Type	Permanent
	Term Time only
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

The Chef Manager / Kitchen Manager is responsible for overseeing the school's kitchen operations, preparing all types of food and ensuring accurate and timely completion of all areas of administration associated with the provision of the services.

Govinda's Catering is all about precise, beautifully designed and nourishing menus. We cater for a healthy vegetarian diet, and provide food that is good for the body, mind and soul. Feel good food that genuinely uplifts you. Govinda's currently provide over 4000 meals daily nationwide and support over 9 schools. Our menus are designed by nutritional experts who understand the blend between satisfying children's tastes and providing them with essential food types for their growth and development.

Govinda's has been growing at a fast rate year on year and this will only continue as we expand our market and develop our services. This is an exciting opportunity to get involved in an ever-evolving team of food enthusiasts to help spread this delicious and nourishing food far and wide!

RESPONSIBILITIES OF THE JOB

- To operate within a team of permanent, part time and flexible staff in the unit, ensuring that the manufacturing service is successfully delivered consistently to the required standard daily.
- To provide menus, maintain food standards and respect the guidelines and principle of Govindas and ensure the food is produced and served with those requirements
- To ensure accurate and timely completion of all areas of administration associated with the provision of the services, as directed by the Operation Manager. This includes stock taking, HACCP / Safety records, and production planning wastage, wastage records and reduction.
- To be responsible for the financial performance of the catering operation in the nominated unit, maintaining cost centres in line with the agreed budget and developing and growing sales and take up wherever possible
- To ensure effective and efficient communications with their teams and other stakeholders/departments
- To be responsible for all hospitality request events on their site with the support of the operation manager, adjustments in menus or numbers catered for or any other variations to the service.
- To ensure financial reporting, stock and wastage control measures in line with instructions from the Operations manager
- To be responsible for ensuring the smooth running of all operations and team management
- To be responsible for the food and supply storage areas organized.
- Help with routine food prep tasks (such as peeling and chopping vegetables) when needed
- To ensure full compliance with all areas of Health and Safety, Food Safety and Due Diligence, during the preparation, storage and service of all foods. This will include HACCP, COSHH, Safe Systems of Work, and Risk Assessments etc. Proper organized records are to be kept and maintained for audit by

management, local authority or Government inspectors. It is a specific responsibility to ensure that no risk to students or staff can occur.

- To liaise and co-operate with the Manager or other unit chefs, to produce all meals in line with specification.
- To undertake any further reasonable additional duties as may be requested by the Operations manager

RESPONSIBILITIES OF THE JOB

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Kitchen Experience	X	
2.	Understanding of food hygiene and kitchen health and safety	X	
3.	Good Organizational Skills	X	
4.	The ability to work unsupervised in a busy environment	X	
5.	Ability to work in a group and independently	X	
6.	Ability to follow strict instructions in a systematic and consistent manner	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2021/10/Child-Protection-and-Safeguarding-Policy-and-Procedure-July-2021.pdf>