



Midsomer Norton
Schools Partnership

Home school: Minehead Middle School

Job Title: Hub Chef Manager

Responsible to: Trust Head of Catering /Catering Operations Manager

Key Tasks & Responsibilities

- To prepare, cook and produce an imaginative range of nutritionally balanced dishes
- To Manage the production of food up to 550 primary school Pupils and staff
- Oversee the catering provisions at Dansfield /Minehead Middle schools and transport schools (5)
- To Assist with the development and delivery of a catering strategy which meets the requirements of 'Food for Life Partnership Scheme'.
- To contribute to the development of the catering staff both in terms of services provided and objective setting ensuring maximum effectiveness and efficiency at all times.
- To manage health and safety on a daily basis to ensure that it satisfies statutory requirements ie COSHH and HACCP/Safer Food Better Business
- To work within statutory guidelines and the Trust's financial budget
- To assist with menu planning, portion control and nutrition analysis. To include the provision of special catering needs i.e. dietary and preferences of service users
- To ensure adequate stocks and supplies are maintained, rotated and recorded
- To work at any other catering unit on occasion, within a reasonable travelling distance (Milage will be paid)
- To order all food from nominated suppliers as agreed with the Trust Head of Catering to ensure budget control.
- Manage the organisation and supervision of all food service areas
- Manage the cashless catering and taking appropriate readings immediately at the end of service
- Complete monthly stock takes and end of month figures

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)
Computer Literate able to use Google Chrome
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
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: <ul style="list-style-type: none"> • 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 and HACCP certificates 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.

