*Creating Brighter Futures*

**JOB DESCRIPTION**

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| --- | --- | --- | --- |
| **Job Title:** | School Kitchen Manager | | |
| **Base:** | IQRA Academy | | |
| **Reports to:** | Trust Catering Manager | **Grade:** | Scale S4 NJC07 – NJC11 |
| **Staff Responsibility for:** | Catering Staff | **Salary:** | £25,584 - £27,269  Note: salary will be pro-  rata.  Actual £18,283-£19,488 |
| **Term:** | 32 hours per week  Term Time Only  Permanent |

**JOB PURPOSE**

To deliver operational excellence by providing an exceptionally high quality catering provision, with a

particular emphasis on the planning, preparation and presentation of food and beverages to the highest

standard, ensuring statutory compliance.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

# Core Purpose

## Take responsibility for the delivery of the school’s catering provision, ensuring the highest level of customer care and continued improvement.

## Be responsible for the Health and Safety within the school kitchen, ensuring the catering operations comply with applicable food law, legislation, food standards and hygiene and Trust policy.

## Ensure that methods of preparation and presentation comply with current recognised catering standards and food safety legislation.

## Provide effective day-to-day management of the catering team and develop a structured, motivated and efficient workforce.

## Build and sustain a strong, integral relationship between the catering team and the entire school community.

# Service Provision

## Ensure the school kitchen delivers high quality food and nutrition, exceptional health and safety and hygiene standards, allergy control, compliance with HACCP and outstanding customer service.

## Working in partnership with the Trust Catering Manager, deliver the approved menus that offer healthy, nutritional and balanced food options, taking into account any local dietary requirements (i.e. Halal).

## Take responsibility for the preparation and presentation of all food to the required Trust standard.

## Ensure all catering staff carry out the preparation and cooking of all meals to the recipe specifications and nutritional guidelines as set out by the Trust.

## Ensure all catering staff adhere to the portion sizes as directed by the Trust Catering Manager.

## Review the menu cycle, by gathering feedback from students, staff and stakeholders and make any recommendations to improve the offer to the Trust Catering Manager.

## Ensure effective stock control and rotation of stock, placing all orders for ingredients and catering supplies with the Trust Catering Manager; ensure deliveries are checked and food is stored correctly.

## Implement local promotional events / theme days / open events / transition days etc. as agreed with the Principal and Trust Catering Manager.

## Work in partnership with the Trust Catering Manager to increase student meal uptake.

## Ensure all catering activities are carried out in line with the pre-approved school budget.

## Ensure all feedback (positive and negative) regarding the catering service in school is communicated to the Trust Catering Manager.

# Operational Management

## Manage the team of Catering Assistants and their associated duties.

## Provide effective day-to-day supervision, training, motivation and induction of the catering team.

## Assess employee performance, recognise potential and meet training needs as appropriate.

## Hold team meetings on a weekly basis to communicate targets, standards required and Trust and school information.

## Ensure the whole team provides an excellent standard of customer service at all times.

## Ensure efficient cleaning of the kitchen and dining areas in accordance with the cleaning schedule (e.g. washing up, setting up and clearing away dining requirements and serving areas).

## Complete all kitchen documentation on daily, weekly and monthly basis e.g. Trading Return, Stock take etc.

# Health and Safety

## Implement safe working practices with regard to Health and Safety, Food Hygiene Regulations and maintain high standards of personal hygiene.

## Ensure the team operates and always abides with all aspects of the current Health and Safety at Work and the Food Safety Act and all other relevant legislation.

## Take responsibility for the allergens and ensure all catering staff are aware of and comply with allergen management.

## Manage the catering team’s safe use and storage of chemicals, cleaning equipment and personal protective equipment.

## Ensure the safe operation of the school kitchen equipment.

## Work in partnership with the Trust Catering Manager to create, implement and review risk assessments for kitchen equipment and all related catering activities.

## Report immediately any accidents, defects, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.

# Other Duties and Responsibilities

## Provide advice, guidance and support to the catering staff as required.

## Understand the importance of inclusion, equality and diversity, both when working with pupils and colleagues, and promote equal opportunities for all.

## Contribute to the wider life of the school through out of hours and partnership work.

## Carry out any such duties as may be reasonably required by the Trust Catering Manager and the school Principal.

## Be aware of and comply with all policies, including, the responsibility around child protection, personal health, safety and welfare.

*This appointment is with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the contract of employment*

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App**  **Form** | **Interview/Task** |
| **QUALIFICATIONS** | | | | |
|  | NVQ Level 3 in Food Preparation or equivalent. | **E** | 🗸 |  |
|  | Food Hygiene Certificate. | **E** | 🗸 |  |
|  | Evidence of continuous professional development. | **E** | 🗸 |  |
|  | Certificate in Management. | **D** | 🗸 |  |
| **EXPERIENCE** | | | | |
|  | Line management experience. | **E** | 🗸 | 🗸 |
|  | Experience of managing allergens and dietary requirements. | **E** | 🗸 | 🗸 |
|  | Previous kitchen experience. | **E** | 🗸 | 🗸 |
|  | Working with children in a similar role or educational setting. | **E** | 🗸 | 🗸 |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
|  | Ability to build and maintain effective working relationships with a wide variety of people, demonstrating excellent communication skills. | **E** | 🗸 | 🗸 |
|  | Good understanding of current regulations and guidelines, including food hygiene and health and safety. | **E** | 🗸 | 🗸 |
|  | Knowledge of specialised dietary requirements (i.e. Halal, gluten free etc.) | **E** | 🗸 | 🗸 |
|  | Ability to demonstrate and understand the importance of excellent customer service in the delivery of the catering provision. | **E** | 🗸 | 🗸 |
|  | Ability to work with minimum supervision. | **E** | 🗸 | 🗸 |
|  | A good understanding of the functionality and maintenance related to the catering equipment. | **E** | 🗸 | 🗸 |
|  | Knowledge and understanding of marketing and income generation. | **E** | 🗸 | 🗸 |
| **PERSONAL QUALITIES** | | | | |
|  | Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards. | **E** | 🗸 | 🗸 |
|  | A commitment to continuous improvement through honest self-evaluation, an acute sense of accountability and a commitment to transparency. | **E** | 🗸 | 🗸 |
|  | Adaptability to change and embracing of innovation and creativity. | **E** | 🗸 | 🗸 |
|  | Committed to the professional development of colleagues and self. | **E** | 🗸 | 🗸 |
|  | Commitment to support iExel Education Trust’s agenda for safeguarding and equality and diversity. | **E** | 🗸 | 🗸 |