



<b>JOB CONTENT</b>
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*Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.*

### **Equipment**

- Operate kitchen equipment, both large scale and hand tools, ensuring that equipment is maintained in a clean, safe and working order.
- Maintain kitchen equipment in good working order e.g. weekly cleaning of the extractor grids and dishwasher descaling.
- Oversee necessary external maintenance and servicing on all kitchen equipment.
- Ensure correct and economical use of all materials and equipment.

### **Stock**

- To be responsible, in consultation with the School Business Manager, for budgeting, planning and provision of various menus, stock control and ordering of food.
- Assume responsibility for portion control and calculations of quantities to aid ordering.
- Buying food and other goods, ensuring best value and placing orders in line with School's Procedures, checking goods in and controlling stock issues.
- Regular stock-taking/inventory work to ensure checks are in place to control stock and ensure supplies are maintained.
- Select suppliers to ensure good quality and best value for money.

### **Service**

- Planning menus with consideration to cost, budget, ensuring balanced and nutritious meals and by adherence to the food policy.
- Oversee the preparation and delivery of school lunches daily.
- Supervise arrangement of tables and chairs for children's lunches including cleaning and clearing away furniture away after use.
- Ensure that the lunch service caters for children with special needs e.g. diabetic, vegetarian, allergies etc.
- Provide 'packed lunches' for some children's excursions and sports days.
- Prepare refreshments/lunches for Governors' meetings & Headteacher's guests and food for other occasions as requested by the Headteacher. e.g. staff INSET days.

## **Health and Hygiene**

- Accept overall responsibility for health, hygiene and safety standards in the kitchen and store room, instructing catering staff in respect of health and safety procedures and ensuring a)the highest standards of health, safety and personal hygiene are maintained at all times b)that the kitchen is maintained in a hygienic condition by arranging a cleaning schedule for floors, storage units, refrigerators, ovens etc.
- Identify any defects in machinery and tools and arrange for repairs to be undertaken. Report problems to the School Business Manager.
- Maintain kitchen linen and laundry.
- All duties to comply with the Health and Safety at Work Act.
- To work within the School's published Policies & Practices Documents.

## **Staff and Training**

- Participate in job-related training as appropriate and ensuring the training of staff in health and safety, operation of machinery, kitchen operations and customer service. Assisting in any School based training activities for Catering Staff.
- Organise staff rotas and duties to maximise efficiency, customer service and value for money.
- Induction and instruction of Agency Staff
- Ensure that new Catering Staff understand their duties and that each member of the Catering Staff is fully aware of the current rules and arrangements of the school.
- Monitor the general performance of Catering Staff and where necessary refer any serious difficulties to the School Business Manager.
- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team

## **General Requirements**

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the School's policies and procedures.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not damage the reputation of the School.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.

- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Staff will be required to attend on the major cleaning days of the school year- normally INSET days (holidays should NOT be booked for these days nor in Term-time)
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence.
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

Updated November 2015

**St. Anthony's Catholic Primary School**

**Person Specification Catering Manager-Chef**

<b>Knowledge qualifications:</b> /	<ul style="list-style-type: none"><li>▪ Knowledge of basic food preparation including methods, portions, stock rotation, balanced meals and ordering.</li><li>▪ Knowledge of budgeting and ensuring value for money in the delivery of a meals service.</li><li>▪ Food Hygiene certificate or willingness to undertake immediate training on appointment</li></ul>
<b>Experience:</b>	<ul style="list-style-type: none"><li>▪ Previously managed or assisted in running own catering unit.</li><li>▪ Experience of managing / supervising and training kitchen staff in a similar environment.</li><li>▪ Experience of budgeting.</li></ul>
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"><li>▪ Good communication skills</li><li>▪ Ability to read and implement instructions, such as Health &amp; safety and Food Hygiene regulations.</li><li>▪ Basic administrative, record keeping and arithmetic abilities.</li><li>▪ Computer Literate and willing to undertake computer training as required.</li><li>▪ Ability to use and clean machinery and light equipment.</li><li>▪ Demonstrate a willingness and enthusiasm for training and progression.</li><li>▪ Ability to communicate and delegate effectively to all kitchen, school staff and pupils.</li><li>▪ Ability to work on own and within a team.</li><li>▪ Ability to lead, motivate and train staff</li><li>▪ Demonstrate and maintain a high standard of personal hygiene.</li><li>▪ Work effectively in a busy and hectic environment.</li><li>▪ Excellent time management skills.</li></ul>