

JOB DESCRIPTION

Post Title: Chef Manager	Director/Service/Sector: Schools		Office Use
Grade: 6	Workplace: Pele Trust Schools		JE ref: 4116 HRMS ref:
Responsible to: Area Catering Manager	Date: April 2023	Manager Level:	
Job Purpose: To lead and manage school based catering provision within a Pele Trust secondary school			
Resources	Staff	A number of catering staff, apprentices	
	Finance	Cash management, budget setting and monitoring, procurement and fundraising activity	
	Physical	Responsible for kitchen equipment, maintenance and safety	
	Clients	To Provide a catering service to internal or external clients as required	
Duties and key result areas:			
Carried out normally under the supervision of senior colleagues, these include but are not restricted to:			
<ul style="list-style-type: none"> ● Managing all staff in the kitchen, including recruitment, selection, training and mentoring. ● Maintain regular communication with the Area Catering Manager and assist with achieving financial targets and managing spend ● Planning and managing the preparation, cooking and service of food and beverages, accommodating special dietary requirements and following agreed menus. ● Planning and managing the washing up, setting up and clearing away of equipment and tables. ● Planning and managing the cleaning of all kitchen, service and servery areas and equipment. ● Planning and managing the ordering, receipt, safe storage of goods, stock control, stock taking and completion of monitoring documents. ● Review and update COSHH assessments, HACCP documents, Risk Assessments and Safe Working Procedures, as required ● Planning and managing the catering provision at special events as required. ● Support with the maintenance of the back office till system, food allergen system and other related systems as required. ● Ensure equipment is fit for purpose, properly maintained and report repairs and maintain repair logs. ● Responsible for the security of stock, monies and catering areas throughout the building. ● Responsible for the operation of vending services where necessary. ● Regular communication with the Area Catering Manager and other stakeholders in order to maintain good working relationships. ● Ensure self and catering staff comply with Hygiene, Health and Safety legislation, financial regulations and County Council policy and procedures at all times ● Attend training as and when required. ● May be required to provide cover at other sites and any other duties appropriate to the nature, level of the post and grade 			
Work Arrangements			
Transport requirements:		Ability to travel between Pele Trust schools	

Working patterns:	Primarily term time with additional hours during school holidays. May be asked to work occasional evenings and weekends on a voluntary basis
Working conditions:	A commercial kitchen

PERSON SPECIFICATION

Post Title: Catering Manager	Director/Service/Sector: Schools	Ref: 4116
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>A level 4 qualification in a relevant discipline; management or catering or the equivalent skills, knowledge and experience</p> <p>Intermediate Food Hygiene Certificate</p> <p>Nationally recognised qualification e.g. City and Guilds 706/1, City and Guilds 706/2, or NVQ Level 2 Food Preparation and Cooking.</p> <p>NVQ Level 3 Food Preparation and Cooking or equivalent.</p> <p>Extensive Knowledge of the full range of tasks together with the operation of associated tools and equipment.</p> <p>Knowledge of Health and Safety legislation relating to a catering environment.</p> <p>Trained in Manual Handling.</p> <p>Knowledge of Allergen control and food labelling legislation.</p>	<p>NHC/HND Hospitality Management or equivalent experience</p> <p>NEBS Supervisory Foundation Certificate</p> <p>Advanced Food Hygiene Certificate</p>	
Experience		
<p>Relevant experience of working in a catering environment to include food preparation and cooking.</p> <p>Experience in meeting work related targets.</p> <p>Experience in managing a team.</p> <p>Experience of completing paperwork and administration tasks associated with the operation of a commercial establishment.</p> <p>Experience of HACCP, COSHH, Risk Assessment, Allergen Safety and Safe Working procedures</p> <p>Experience of supporting learners in the workplace</p> <p>Experience of supporting individuals with additional or specific needs</p>	<p>Experience of planning, running or working at large catering events.</p>	
Skills and competencies		
<p>Manual skills associated with food preparation and cooking.</p> <p>Ability to organise self and to work without supervision</p> <p>Ability to organise and motivate a team.</p> <p>Basic numeracy and literacy skills</p> <p>Physical skills related to the work</p> <p>Customer care skills</p> <p>A commitment to undertake job related training and personal development.</p>		

A commitment to providing a quality service to customers.		
Physical, mental and emotional demands		
Regular need to lift and carry items of a moderate weight Ability to work in a commercial kitchen environment Regular need to lift and carry items of a moderate weight Flexible approach to work times which may occasionally, be subject to variation Flexible approach to nature of duties performed Post holder may sometimes be required to undertake duties of lower graded staff.	None	
Other		
Ablity to travel between Pele Trust schools	Driving licence Access to motor vehicle for your own use	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits