



**Reports To: Principal through the Regional Catering Manager and Catering Operations Manager**

Why	<b>Job Summary</b> <ul style="list-style-type: none"><li>Assisting the Chef Manager with administrative work in connection with the running of the kitchen, which includes menu planning, food ordering, maintaining stock control, completion of daily safety logs ensuring all the information is completed fully to the standards required by the trust.</li></ul>	
What	<b>Main Responsibilities</b> <ul style="list-style-type: none"><li>Preparation and cooking of meals in accordance with the daily menu and following the government guidelines with assistance from the general catering staff. Maintaining high standards of working practises within the trust.</li><li>To ensure that the counter presentation and service is to the Academy’s standards, ensuring quantities and proportions are sufficient to satisfy demand</li><li>Cleaning and washing up of kitchen and dining equipment and premises.</li><li>Be willing to be trained to use Saffron software enabling smooth running of the kitchen in the absence of the Chef Manager.</li><li>Assist in the requisitioning of equipment offering support to the Chef Manager.</li><li>Adhere to the Trust’s policy of reporting any repairs to the premises and equipment.</li><li>Completion of all due diligence paperwork to ensure compliance with Food Hygiene Regulations and the Trust HACCP procedures.</li><li>Adhering to and completion of tasks specified on the cleaning schedules regarding cleaning of kitchen equipment and kitchen premises.</li><li>Assisting with special functions which take place in the school and on inset days which may include out of hours commitment.</li><li>Deputise in the absence of the Chef Manager and manage this transition through to all staff ensuring they are aware of their duties.</li><li>Offer an efficient service making accurate transactions when taking cash from the customers.</li><li>Reporting to the Regional Catering Manager/Chef Manager any concerns about health &amp; safety of the customers and any safe guarding concerns following the guidelines set out by the trust.</li><li>To attend any meetings and undertake any training necessary for the post and Trust policy.</li><li>Any other duties deemed appropriate to the role.</li></ul>	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	<b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Demonstrates the Trust’s ethos and adopts high standards of behaviour in their role.
		Know how to recognise potential child abuse or neglect and follow safeguarding procedures.
		Motivates others to take responsibility for their own health and safety.
		Participate effectively as a member of a team, fostering positive relationships.
		Efficient and methodical, monitors and attends to detail; checks for errors.
		Undertake appropriate professional development to secure progress in your career.
	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Developing practice ensures effective professional contribution across the department.
		Developing supervision skills and provides informal leadership / direction.
	<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Consults at the start and as appropriate throughout the activity and within the team.
Willing to accept responsibility for own activities and those of the team.		
Involved in setting tasks.		
<b>Task Management</b> <i>Establishing appropriate courses of action for oneself and others to</i>	Makes short term (daily, weekly) considered plans.	
	Conscientious in adhering to deadlines and perseveres to achieve project tasks.	

Context	<i>accomplish.</i>	Briefs immediate colleagues well, transferring knowledge as appropriate. Giving other opportunity to ask questions and check understanding.	
	<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Presents information in a structured and logical way and uses a variety of communication techniques. Taking account of the needs of the audience.	
		Reasons logically and focuses upon solving the problem. Building upon previous experience.	
	<b>Problem Solving/Decision Making</b> <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Initiates joint decision making within own team.	
		Knows how to report, record and pass on information.	
		Deals with 'task' problems within own team.	
		Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.	
	<b>Interfaces</b>	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	<b>Scope</b>	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	<b>Education, Qualifications and Experience (EQE)</b>	<b>Essential:</b> <ul style="list-style-type: none"> <li>Level 2 Food Safety</li> <li>Level 2 NVQ or higher in Catering Food Hygiene</li> <li>Knowledge of Health &amp; Safety legislation as it relates to the work of a school kitchen and previous catering/cooking experience is essential.</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>Working within an education establishment.</li> </ul>	
	<b>Safeguarding</b>	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	<b>Data Protection</b>	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.