

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

Why	<b>Job Summary</b> <ul style="list-style-type: none"><li>To provide a first-class food service to pupils and ensure the smooth and compliance of the Kitchen.</li></ul>	
What	<b>Main Responsibilities</b> <ul style="list-style-type: none"><li>To provide a breakfast, break, lunch and hospitality service to the Academy.</li><li>To ensure all staff and visitors are trained and understand internal Academy and statutory regulations for the safe and hygienic operation of the kitchen and ancillary areas.</li><li>To assist the Catering Manager to plan menus, write and place orders, stocktake, receive, and store deliveries as required.</li><li>To ensure sufficient staff are available that all duties and tasks under your control are covered, including yourself.</li><li>To ensure Trust Standards for preparation, presentation, and service, are achieved and maintained.</li><li>To be aware of, adhere to and control portion standards during production and service to ensure sufficient choice for service and minimising waste.</li><li>To complete all necessary paperwork to the Trust standards, including stocktaking, product ordering and invoice processing, ensuring all work and financial targets are met.</li><li>To observe and promote hygiene and safety rules and staff professional standards/code of conduct and to always ensure they are adhered to by all members of staff under your supervision.</li><li>To assist the Catering Manager with implementing staff rotas and staff training as required, keeping records where appropriate.</li><li>To promote high personal standards of performance, personal hygiene, and appearance.</li><li>To report/record any customer feedback and take some remedial action where possible.</li><li>To provide an efficient, caring and accommodating service to customers in all areas of the catering department and deal with customer requests promptly, communicating well and demonstrating a pleasant and polite personality.</li><li>To ensure that all products are well presented and served in a clean, hygienic environment.</li><li>To ensure that the counter presentation and service is to the Academy's/Trust's standards, ensuring quantities and proportions are sufficient to satisfy demand.</li><li>To assist with extraneous catering that may take place outside normal working hours.</li><li>To report immediately any incidents of accident, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate or possible.</li><li>To attend meetings and training courses as necessary. Be trained / willing to be trained in food safety and supervisory skills at an intermediate level.</li><li>Any other responsibilities deemed appropriate to the level of the post.</li><li>To assist the Catering Manager with identifying staff training requirements and personal development reviews ensuring all objectives are measurable and realistic.</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 wider life and 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
		Participates in Health & Safety working teams
		Encourage individual and collective responsibility
		Where appropriate, utilise support staff effectively
		Disciplined, tenacious and pragmatic
	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Take responsibility for cascading to the department up to date knowledge and information about a particular area
		Embedding practice ensures highly effective professional contribution across the academy
		Give and receive effective feedback and act to improve personal performance
	<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Has a basic understanding of supervision / managerial and business principles
		Encourages openness and honesty
		Fosters positive and productive relationships across the team in order to deliver
		Sets clear objectives and checking for understanding
<b>Task Management</b>	Sets short term tasks (daily, weekly)	

	<i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Makes short term, considered plans.
		Develops own effectiveness in role, adapting to changing priorities
	<b>Communication</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Ensures communication has met its purpose
		Presents information in a structured and logical way, and uses a variety of communication techniques, taking account of the needs of the audience.
	<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>	Creatively focuses upon solving the problem using different techniques/ experience from other areas
		Responsible for proposing what decisions should be made within the team and what needs to be referred
		Knows how to report, record and pass on information.
		Deals with task problems within own team.

Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
		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.
	Scope	People (directly/indirectly manage)	Be able to supervise and provide in formal leadership and direction to the kitchen team.
		Travel	May be required to travel between campuses/sites as directed in order to meet the needs of the Academy.
	Education, Qualifications and Experience (EQE)	<b>Essential:</b> NVQ 3 or equivalent in catering Food hygiene – intermediate level Knowledge of Health & Safety legislation Previous catering/cooking experience Familiar with ordering, budgeting and accounts An awareness of the Governments Healthy Eating Initiative <b>Desirable:</b> Working within an education establishment	
	Safeguarding	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.	

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.