

# BISHOP HOGARTH CATHOLIC EDUCATION TRUST

**POST TITLE :** Chef Manager

**GRADE :** Band 4 (SCP 6)

**REPORTING RELATIONSHIP** Headteacher and Trust Catering Manager

**JOB PURPOSE :** To work under the direct instruction of the Headteacher and the Trust Catering Manager, to be responsible for all catering activities in school, ensuring that all contractual obligations are met, guidelines followed and that the school receives agreed quality standards. To work within the Catering Team, supervising catering staff and ensuring compliance with all Food Safety and Health & Safety legislation. To ensure that problems are resolved or referred to the appropriate level.

## **TASKS:**

- To provide food and beverages in school as required:
  - a) Control of portion sizes in accordance with specifications
  - b) Menu planning
  - c) Control and recording of production of foods
  - d) Control and recording of waste food
  - e) Control and recording of temperatures in relation to Food Hygiene legislation.
- To organise and supervise the food service arrangements
- To supervise Catering staff working in school:
  - a) Implementing staff induction and on the job training of catering staff including COSHH, Health & Safety, Food Safety, craft skills and cleaning duties
  - b) Developing work rotas, allocating duties and managing workloads for catering staff
- To supervise and record all aspects of Health & Safety and Food Safety as required
- To attend meetings and training events as required
- To assist with promotional work and New Parents (new intake) meetings
- To report all accidents as necessary to the appropriate person
- To be responsible for all clerical tasks including ordering of food and supplies, related payment procedures, timesheets, completion of relevant forms and maintenance requisitions
- To take responsibility for cash related returns, issuing of floats, banking and till control etc as appropriate
- To achieve food and labour targets as agreed
- To ensure that all operations and procedures are carried out in accordance with Health & Safety Regulations
- To monitor and action hours of work for catering staff
- To recruit temporary staff where appropriate
- Participate in training and other learning activities and performance development as required

- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

*The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

*THIS TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY ENHANCED DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RE-CHECKING AS REQUIRED FROM TIME TO TIME BY THE TRUST.*

Date:

### Chef Manager Band 4 (SCP 6)

ESSENTIAL				DESIRABLE		
	Criteria No.	ATTRIBUTE	Stage Identified	Criteria No.	ATTRIBUTE	Stage Identified
<b>Qualifications</b>	E1 E2	<ul style="list-style-type: none"> <li>Food Hygiene Certificate</li> <li>NVQ Level 1 or 2 in food preparation/cooking or equivalent</li> </ul>	AF, C AF, C	D1	<ul style="list-style-type: none"> <li>NVQ Level 3 in supervisory management or equivalent</li> </ul>	AF/C
<b>Experience &amp; Knowledge</b>	E3 E4 E5 E6 E7	<ul style="list-style-type: none"> <li>Recent and relevant catering experience</li> <li>Staff supervision</li> <li>Cooking for similar numbers</li> <li>Menu planning and ordering provisions within budget allocation</li> <li>Experience of working as part of a team</li> </ul>	AF, R AF, R AF, R AF, I AF, R	D2 D3	<ul style="list-style-type: none"> <li>Experience of catering for school children</li> <li>Experience of catering for special diets</li> </ul>	AF, R AF, R
<b>Skills</b>	E8 E9 E10 E11 E12 E13 E14	<ul style="list-style-type: none"> <li>The operation of catering equipment/machinery</li> <li>The ability to communicate with children and adults</li> <li>Good record keeping and administrative skills</li> <li>An extensive knowledge of catering practices</li> <li>Knowledge of COSHH and Health &amp; Safety regulations</li> <li>The ability to work to deadlines</li> </ul>	AF, I I, R I, R I AF, I, C I, R I, R			

	E15	<ul style="list-style-type: none"> <li>• Be able to use own initiative and work as part of a team</li> </ul>	I, R			
	E16	<ul style="list-style-type: none"> <li>• Knowledge of children's dietary requirements and healthy eating</li> </ul>	I, R			
	E17	<ul style="list-style-type: none"> <li>• Be able to motivate and supervise staff</li> <li>• Ability to work unsupervised and to produce healthy, nutritious meals</li> </ul>	I, R			
<b>Special Requirments</b>	E18	<ul style="list-style-type: none"> <li>• Pleasant and friendly manner</li> </ul>	I, R			
	E19	<ul style="list-style-type: none"> <li>• Reliable</li> </ul>	R			
	E20	<ul style="list-style-type: none"> <li>• A high level of personal cleanliness and appearance</li> </ul>	I, R			
	E21	<ul style="list-style-type: none"> <li>• Flexibility</li> </ul>	I			
	E22	<ul style="list-style-type: none"> <li>• Professional approach</li> </ul>	I, R			
	E23	<ul style="list-style-type: none"> <li>• Self motivated</li> </ul>	I, R			
	E24	<ul style="list-style-type: none"> <li>• A commitment to working as part of the whole school team and supporting the vision and aims of the school</li> </ul>	I, R			
	E25	<ul style="list-style-type: none"> <li>• An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</li> </ul>				

<b>Key – Stage identified</b>	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview

R	References
---	------------

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references