



KINGSLEIGH PRIMARY SCHOOL

JOB DESCRIPTION

POST TITLE: Chef Manager

REPORTING TO: School Business Manager

Job Purpose & Objectives

Details

To lead in the cooking and serving of nutritious food to our pupils and staff and provide an efficient and high-quality service at our school.

To have overall responsibility for the day to day running of the kitchen, including compliance and health and safety.

Main Duties & Responsibilities

Main Details

Comply with all aspects of the Health and Safety at Work Act 1974, the Food Safety Act 2006, the Food Safety and Hygiene regulations 2013 and all other relevant legislation.

Provide daily catering services to the school by:

- Working in conjunction with our catering partner
- Leading a team of Catering Assistants in their roles and tasks to ensure that the kitchen is being run efficiently and safely
- Working within an established budget for food, sundries and labour
- Producing healthy, nutritionally balanced and tasty meals
- Promoting and encouraging healthy food choices
- Always providing excellent service

Responsibility for Resources

- Day to Day care of light and heavy catering equipment
- Use and storage of chemicals, cleaning equipment and personal protective equipment
- Food and disposable item stocks and rotation of food stock items

Job Activities

- Day to day preparation and cooking of food to agreed standards and procedures
 - Responsible for the delegation of duties to kitchen staff and being the initial point of contact for any concerns arising from kitchen staff
 - Escalate any staffing issues to the Line Manager as necessary
 - Provide catering outside the normal working day as and when required to support special events such as Open Evenings / Parents Evening
 - Provide induction and on-the-job training to new kitchen staff
 - Complete all kitchen documentation on a daily, monthly and annual basis as advised by our catering partner
 - Temperature test of food and record results
 - Complete monthly financial documentation and stock taking
 - Ensure the kitchen is a hygienic environment
 - Ordering of food and materials
 - Maintain good communications with school pupils and staff, responding flexibly to day -to day requests, queries and comments
 - Actively promote the service to attract the maximum number of customers
 - Report building or equipment faults to the Site Manager using iAM Compliant
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General Information for all Posts

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Name

Signed

Dated