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Job Description Kitchen Manager

JOB PROFILE NAME:	**Kitchen Manager**
LINE MANAGED BY:	**Headteacher**
PROFESSIONALLY REPORTS TO:	**Trust Catering Manager**

Purpose and key objectives of the Role

To provide a high-quality catering service which meets the needs of the pupils and the school and ensures that catering standards are achieved and maintained which support the raising of standards of achievement and attainment of learners. Including:

- To provide support to the Catering Manager in the provision of an efficient and effective catering service to the Academy.
- To supervise and lead in the preparation, cooking and serving of food and beverages.
- Manage preparation of service areas and equipment in the service area for the efficient and effective delivery of meals and catering services.
- Manage cleaning of catering areas and kitchen equipment to the required standards.
- Maintaining a fully-stocked kitchen inventory.
- Manage kitchen staff and guide them to deliver quality food on time.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

Operational Accountabilities:

The Kitchen Manager will provide an efficient and effective organisational support to an academy within our Trust as follows:

Main Responsibilities

- Manage kitchen staff and coordinate food orders with all aspects of food and beverage preparation, packaging, presentation and service to the required standard.
- Supervise food preparation and cooking and serve food according to the style and type of operation as directed.
- Train kitchen staff on preparation work and food plating techniques and check food plating and temperature.
- Establish portion sizes and ensure sufficient supplies throughout the service period.
- Schedule kitchen staff shifts.
- Price menu items in collaboration with the Trust Catering Manager.
- Order food supplies and kitchen equipment, as needed and ensure that deliveries are put away in rotation.
- Store food products in compliance with safety practices (e.g. in refrigerators).
- Keep weekly and monthly cost reports.
- Maintain sanitation and safety standards in the kitchen area and manage washing dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment.

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- Ensure a high standard of personal hygiene and cleanliness that complies with service standards and statutory requirements.
- Manage preparation of the dining area, which may include moving and setting up furniture, setting trolleys and dismantling as required.
- Manage special functions. Report any customer complaints or compliments to the Trust Catering Manager.
- Clean on a daily basis all catering areas to the required standard.
- Attend to the cleanliness of storage areas, including fridges and freezers.
- Inform the Headteacher of any defects with equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations.
- Report to the Headteacher immediately any accidents, loss, damage, unfit food or drink or any other irregularities and take any action as directed.
- Attend training sessions and meetings as required.
- Work as part of a team contributing to the aims and values of the service.
- To have a customer focused approach.
- To maintain high standards in terms of cleanliness and personal appearance.
- To assist with other operational activities as required to ensure that the day to day operations run smoothly.
- To have a continuous improvement approach to all tasks, making suggestions for improvements/refinements to the current working processes as appropriate.

Other Responsibilities:

- Take part in the Trust's performance management system.
- Attend Local Governing Board meetings if required.
- Attend and promote Healthy Eating at whole school parent events/evenings and other events and activities as required.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Carry out additional tasks / duties as reasonable expected under the direction of the Kitchen Manager / Supervisor / Headteacher as appropriate and each schools Headteacher/Principal. The duties may change over time as requirements and circumstances change.

Additional Role Information
This role may include working across academies within our Trust.

Person Specification

Attributes	Essential	Desirable
Educational Attainment	• Catering NVQ or similar • Good standard of education including written and language skills • Basic general education	
Work Experience	• Proven work experience as a Kitchen Manager • Hands-on experience with planning menus and ordering ingredients	• Conflict management abilities • Experience using industrial kitchen equipment. • Experience with children and young people

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	• Experience of working as part of team • The ability to work in a fast-paced environment	• Experience of working in a school
Knowledge/ Skills/ Aptitudes	• Willingness to gain knowledge of kitchen processes specific to the Trust and school. • Knowledge of health and, safety and food safety • Certificate in Food Hygiene Level 2 • Knowledge of a wide range of recipes • Be able to work within Health and Safety standards and Food Hygiene regulations. • Excellent organisational skills • Ability to use and clean simple machinery and light equipment. • Demonstrates a willingness and enthusiasm for training and progression. • Ability to encourage children to select a balanced meal. • Ability to communicate with all kitchen, staff and pupils.	
Disposition	• Punctual, with a good attendance record. • Displays a commitment to Victorious Academies Trust's equalities policies. • Displays and maintain a high standard of personal hygiene. • Work effectively in a busy and hectic environment. • Flexible approach. • Able to work both independently and as part of a wider school team. • Able to maintain successful working relationships with other colleagues.	
Circumstances	• This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods.	

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	• An enhanced DBS certificate and barred list check. • Evidence for their previous work experience. • References.	