Your job

Job Title: School Chef

Service: Transport & School Operations

Grade: 5

Reporting to: Area Supervisor

You will be working in a busy school kitchen with responsibility for the overall catering operation including the preparation and service of high-quality meals for pupils, staff and visitors to the school.

You will plan stock and ordering requirements in line with pre-determined menus and budgets.

You will lead and supervise the catering team, ensuring that they are motivated, engaged and appropriately trained to meet the needs of the service within the school.

You will participate in and oversee that the cleaning duties are carried out in accordance with the relevant policies and procedures.

You will have responsibility for cash reconciliation where appropriate which will include banking and handling of money.

You will operate in line with the council's Team Wigan Behaviours and values, which underpin the new era 'Progress with Unity' plan (2024) - an innovative movement for change for the next decade.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Complete all mandatory and essential training for the role.

On an ongoing basis you will:

- Promote a welcoming and friendly environment for pupils, colleagues and school staff.
- Lead the catering provision and service of all catering requirements.
- Complete, maintain and submit all relevant documentation including Hazard Analysis and Critical Control Points (HACCP), food and equipment orders and staff time sheets.
- Comply with the relevant quality assurance standards.
- Ensure full compliance with food safety and allergen regulations, including the safe management of special dietary requirements and prevention of cross contamination.
- Adhere to health and safety working practices ensuring own personal safety and that of others.
- Monitor stock levels, minimise waste, and ensure effective stock rotation in line with food safety requirements.
- Ensure food quality, presentation, and service meet agreed standards and support a positive dining experience for pupils.
- Provide day to day supervision, guidance, and support to catering staff, promoting high standards of performance and conduct.
- Undertake regular training as and when required under the direction of the Operational management team.
- Attend meetings including directorate level events, regular staff engagement sessions which focus on continuous improvement and lead 2 cleaning days per year.
- Work with Local Kitchen management team to maximise profitability through managing income levels, labour and food costs.
- Remain adaptable and respond positively to ad-hoc work location changes which will enable Local Kitchen to deliver its daily food provision to all schools within the portfolio.

- Ensure safeguarding policies and procedures are followed at all times and escalate concerns in line with agreed safeguarding arrangements.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- City & Guilds 706/1 & 2 or equivalent level of experience in the catering industry. (Unqualified applicants must be prepared to undertake formal training to complete City & Guilds 706/1 & 2 or equivalent qualification).
- Level 2 Food Hygiene & Safety (Basic Food Hygiene Certificate). Inexperienced applicants must be prepared to undertake formal training to attain the qualification.
- Level 2 Certificate in Team Leading or a willingness to complete the qualification through online learning.
- Ability to implement, maintain, and monitor HACCP systems and documentation in line with food safety requirements.
- Extensive knowledge and practical experience of relevant food allergen legislation and best practice.
- Knowledge of Health & Safety principles and how to adhere to them in a kitchen environment.
- Good understanding of Control of Substances Hazardous to Health (COSHH) principles.
- Experience of stock control, ordering, stock rotation, and waste reduction to support food safety and cost efficiency.
- Ability to prepare for and respond to audits, inspections, and quality assurance visits.
- Excellent customer care skills with a good understanding of customer care principles.
- Excellent communication skills with a good level of written, oral and numeracy skills.
- Confidence in using catering management systems, ordering platforms, or digital record-keeping systems.
- Excellent leadership and motivational skills, with the ability to work independently and without supervision.
- Adopt a constructive and positive approach to change management.

- Ability to lead multiple kitchens during periods of high sickness or absenteeism.
- Understand the Transport & School Operations management structure and ensure communication with kitchen staff and the management team is timely, accurate, and effective.
- Enthuse and motivate your team using a range of leadership approaches to improve productivity and support the continuous development of business activities.
- Encourage staff to think innovatively and actively support training and development opportunities to enhance skills, performance, and service delivery.
- Be able to manage both food costs and income in line with catering budgets and knowledge of how to increase income and of the importance of marketing to maximise income.
- Able to stand for extended periods and carry out manual handling tasks safely in line with training and risk assessments.
- An understanding of safeguarding responsibilities when working in a school environment.
- Willingness to work on school inset training days and school open evenings when required.
- Demonstrate reliability, punctuality, and the ability to meet agreed working hours.
- Ability to work respectfully with pupils, colleagues, and school staff, supporting an inclusive and professional environment.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	"Take pride in all that you do and support and develop yourself and others."
Be Accountable	"Be responsible for making things better, enabling change and supporting improvement."
Be Courageous	"Be open to doing things differently and working collaboratively with others."
Be Kind	"Be helpful, generous and thoughtful towards yourself and others."