

Job Description:

Kitchen Manager

Reports to:

Site and Maintenance Manager

Review and Amendment:

This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Main Purpose of the Job

The postholder will:

- Work within the school to ensure the safe and efficient running of the school's kitchen and dining facility.
- Ensure all stakeholders benefit from high standards of service.
- Produce high quality school lunches within set budget guidelines, whilst considering the School Food Standards
- Ensure the kitchen and dining area is a safe and clean environment for young people, staff and visitors.
- Comply/exceed with the standards and requirements set by the Environmental Health Agency.
- Lead and supervise the kitchen team
- Ensure that the costs of running the kitchen fall within present and agreed budgets.
- To work across the school's two sites (Options Trent Acres and Options Brookfield), leading and supporting the kitchen staff in both.

Responsibilities

The post holder will:

Work within the Kitchen to:

- Produce food to a high standard, in accordance with the schools dietary requirements.
- Ensure the kitchen is a safe, clean and tidy environment at all times.
- Ensure the kitchen is thoroughly cleaned after every service.
- Ensure that the appropriate schedules are completed each day.
- Plan varied menus whilst listening to the student voice and incorporating their ideas
- Order food efficiently and in advance.
- Ensure food wastage is kept to a minimum by constantly reviewing existing stock and food requirements and ordering accordingly.
- Contribute towards improving the diets of our pupils in order to promote healthy eating.
- Supervision of the kitchen team – holding the team accountable in their roles and ensuring they are meeting the standards expected.
- Ensure that all personal and food hygiene procedures are applied at all times
- Ensure the safe storage and control of any potentially harmful materials and chemicals used within the school and ensure that such materials are appropriately marked and signposted
- Ensure the Health and Safety of all on site at all times by implementing the company Health and Safety policy
- Ensure the relevant people/organisations are notified of any maintenance issues / failure of kitchen equipment.
- Ensure all aspects of service are completed to a good standard

- Demonstrate good communication skills with the all the young people, staff and visitors
- Meet the daily deadlines in preparing food; including transporting food to different areas when required
- Ensure that all training is complete and up to date including all mandatory courses as well as CPD for self and the wider kitchen team.

Other Job-related Duties

- To undertake other duties consistent with the scope of the post and within the competence of the post holder as required and directed by the Head Teacher or other members of the Education SLT
- All employees are obliged to adhere to the company Code of Conduct and Ethics policy
- All employees are expected to take part in a continuous professional development program as required following annual performance management reviews.

Safeguarding

The post holder will:

- Be aware, following training, of the School Safeguarding Policy and identify the relevant Designated Safeguarding Leads
- Be aware, following training, of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of service users.
- Know how to identify potential abuse or neglect and follow safeguarding procedures.

Equal Opportunities

At all times and on all occasions to promote and comply with the school's commitment to Equal Opportunities.

Health and Safety

Have a primary duty of care to self and ensure that appropriate health and safety practices are performed effectively to self and others.

Other Duties and Responsibilities

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.